

1. **Extension of Interim Meeting Arrangements** (Pages 2 - 4)

## **BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK**

### **RECORD OF DECISION TAKEN BY OFFICERS UNDER DELEGATED POWERS**

This is a record of a decision taken by officers under delegated powers and where necessary taken in consultation with members and officers.

#### **EXTENSION OF INTERIM MEETING ARRANGEMENTS**

**Delegated Power**

Specify the particular delegated power being exercised by reference to the Delegation Scheme or Cabinet minute and date.

Cabinet 3 August 2021 and Council Meeting of 9 September 2021, CAB28. That a further review of council meetings is conducted at the end of September 2021, when the impact of the relaxing of national Covid measures are more widely known. Delegation to the Chief Executive in consultation with Group Leaders.

**Decision Taken**

Specify precise details of the decision taken

In view of the current covid situation, the uncertainty as we go into the winter months of any further increase in covid cases and the possibility of flu outbreaks, the current interim meeting arrangements to address the covid situation will be extended for a further three months through to the end of December 2021 and to be reviewed again at that time.

The decision has made in consultation with the Group Leaders. The Leader of the Independent Group whilst supportive of the interim measures to address the covid situation does not support the continuation of the current start time of meetings and requested that it be noted that the Independent Group request that these revert to the pre-pandemic start times.

**Reasons for the Decision**

Specify all reasons for taking the decision

To enable council meetings to proceed according to legislation whilst maintaining COVID-19 secure at all times and reducing any associated risk to officers, members and the public.

**Options considered**

As detailed in the report to Cabinet dated 3 August 2021

**Any declarations of interest and details of any dispensations granted in respect of interests.**

**List of Background papers**

Cabinet Report d/d 3 August 2021  
Council Minutes d/d 9 September 2021

**Authorisation**

Post Held Chief Executive

Signature

Date 30 September 2021

**Consultation with members/officers**

**If the decision is taken following consultation with the members/officers, please give details:**

Following consultation with Cllrs Dark, Joyce and Parish

**Signed by Member as consulted:**

Date 5 October 2021

# Pre-Screening Equality Impact Assessment

Borough Council of  
**King's Lynn &  
West Norfolk**



Name of policy/service/function	Democratic Services				
Is this a new or existing policy/ service/function?	Existing				
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations	Legislation requires the decision makers to be present in the room and the interim measures aim to reduce the overall numbers present in the current covid situation.				
<b>Question</b>	<b>Answer</b>				
<p><b>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</b></p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age	x			
	Disability	x			
	Gender			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race	x			
	Religion or belief			x	
	Sexual orientation			x	
Other (eg low income)					
<b>Question</b>	<b>Answer</b>	<b>Comments</b>			
<b>2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?</b>	Yes/ No				
<b>3. Could this policy/service be perceived as impacting on communities differently?</b>	Yes/ No				
<b>4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?</b>	Yes / No				
<p><b>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</b> If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	Yes / No	<b>Actions:</b>			
		<b>Actions agreed by EWG member:</b> Name .....			
<b>Assessment completed by:</b> <b>Name</b>	Lorraine Gore				
<b>Job title</b> Chief Executive	Date 1 October 2021				
<b>Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.</b>					