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Tel.

Council Chamber 01621 859677

DIRECTOR OF STRATEGY,
PERFORMANCE AND
GOVERNANCE'S OFFICE
DIRECTOR OF STRATEGY, PERFORMANCE
AND GOVERNANCE
Paul Dodson

09 March 2020

Dear Councillor

You are summoned to attend the;

EXTRAORDINARY MEETING OF THE MALDON DISTRICT COUNCIL

on **TUESDAY 17 MARCH 2020** at **2.00 pm**.

in the Council Chamber. Maldon District Council Offices, Princes Road, Maldon.

A copy of the agenda is attached.

Yours faithfully



Director of Strategy, Performance and Governance

Please note

: Limited hard copies of this agenda and its related papers will be available at the meeting.
Electronic copies are available via the Council's website www.maldon.gov.uk.

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AGENDA
COUNCIL (EXTRAORDINARY)
TUESDAY 17 MARCH 2020

The Council apologises for the short notification, but in light of the national situation in relation to COVID-19 it is felt necessary to convene this meeting as soon as possible

1. **Chairman's notices**
2. **Apologies for Absence**
3. **Declaration of Interest**

To disclose the existence and nature of any Disclosable Pecuniary Interests, other Pecuniary Interests or Non-Pecuniary Interests relating to items of business on the agenda having regard to paragraphs 6 - 8 inclusive of the Code of Conduct for Members.

(Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting).

4. **COVID-19 Governance Arrangements** (Pages 5 - 6)

To consider the report of the Monitoring Officer (copy enclosed).

NOTICES

Sound Recording of Meeting

Please note that the Council will be recording any part of this meeting held in open session for subsequent publication on the Council's website. At the start of the meeting an announcement will be made about the sound recording. Members of the public attending the meeting with a view to speaking are deemed to be giving permission to be included in the recording.

Fire

In event of a fire, a siren will sound. Please use the fire exits marked with the green running man. The fire assembly point is outside the main entrance to the Council Offices. Please gather there and await further instruction.

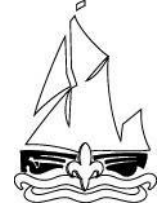
Health and Safety

Please be advised of the different levels of flooring within the Council Chamber. There are steps behind the main horseshoe as well as to the side of the room.

Closed-Circuit Television (CCTV)

This meeting is being monitored and recorded by CCTV.

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REPORT of MONITORING OFFICER

**to
COUNCIL (EXTRAORDINARY)
17 MARCH 2020**

COVID-19 GOVERNANCE ARRANGEMENTS

1. PURPOSE OF THE REPORT

- 1.1 To provide a process for governance arrangements because of COVID-19 (Coronavirus disease).

2. RECOMMENDATIONS

- (i) That all Council, Committee, Sub-Committee, Working Group and all like meetings are suspended with immediate effect for the time being;
- (ii) That any one of the Directors, in consultation with the Leader of the Council, Chairman of the Council and the Leader of the Opposition or any of their substitutes identified in recommendation (iii), may determine that the suspension shall end fully or partially;
- (iii) That in the interim any Director is authorised to determine the business that would otherwise have been determined by the Council, Committees and Sub-Committees but for the suspension in recommendation (i) above, in consultation with the Leader of the Council, Chairman of the Council and Leader of the Opposition (and in their absence with those substitutes identified at this Council meeting);
- (iv) That prior to the implementation of (iii) above, where a planning or licensing application was due to be determined by a Committee or Sub-Committee the applicant(s) will be asked whether they would rather delay determination of their planning or licensing application to a future Committee or Sub-Committee meeting;
- (v) That all decisions will be reported to Members as soon as reasonably possible.

3. SUMMARY OF ISSUES

- 3.1 A pneumonia of unknown cause detected in Wuhan, China was first reported to the World Health Organisation (WHO) Country Office in China on 31 December 2019.
- 3.2 WHO is working 24/7 to analyse data, provide advice, coordinate with partners, help countries prepare, increase supplies and manage expert networks. This information is

picked up by Public Health England and local recommended responses are being issued by the government.

- 3.3 The outbreak was declared a Public Health Emergency of International Concern on 30 January 2020.
- 3.4 COVID-19 is now within the UK and has been transmitted to those who have not travelled outside of the country.
- 3.5 It is hoped that these interim decision-making powers will be exercised on the dates shown on the meetings calendar.

4. CONCLUSION

- 4.1 The report identifies a process for the continuation of decision-making during this pandemic whilst seeking to avoid the spread of the virus and protect those who might be vulnerable.

5. IMPACT ON STRATEGIC THEMES

- 5.1 The potential delay in business and reduction in available staff due to the virus could risk a delay in thematic delivery, but delegation to officers enables as much delivery to take place as possible in the meantime.

6. IMPLICATIONS

- (i) **Impact on Customers** – None. The interim powers are designed to avoid any negative impact
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – None. The interim powers should avoid any contravention of statutory deadlines or failure generally to carry out the Council’s duties.
- (iv) **Impact on Financial (Resources and Human)** – None. The interim powers should be flexible enough to cope with any impacts.
- (v) **Impact on the Environment** – None.

Background Papers: None.

Enquiries to: Simon Quelch, Monitoring Officer.