



**REPORT of  
DIRECTOR OF STRATEGY, PERFORMANCE AND GOVERNANCE**

---

**to  
COUNCIL  
18 MARCH 2021**

**REVISION TO MEETING DATES**

**1. PURPOSE OF THE REPORT**

- 1.1 To revise the scheduled Statutory Annual Council meeting date should Council and Committee meetings have provision to go ahead after 6 May 2021.

**2. RECOMMENDATIONS**

- (i) That the scheduled Statutory Annual date is revised to 20 May 2021;
- (ii) That the associated Area Planning Committee dates are revised as per section 3.7 below.

**3. SUMMARY OF KEY ISSUES**

- 3.1 On 6 May 2021 elections, there will be two by-elections for Councillor vacancies at Maldon District Council.
- 3.2 We would usually allow newly appointed Members of the Council to go through an initial 'welcome to the Council' period prior to attending their first meeting.
- 3.3 7a in Part 4 Rules of Procedure identifies that: *The Leaders of all groups to submit to the Programmes, Performance and Governance Manager a list of Members of their group as required by the Act of 1989 (or to confirm in a non-election year that the list is unchanged) not less than 7 days prior to the Annual Meeting.*
- 3.4 This Procedure Rule allows us to calculate political balance and Committee seat allocations ahead of the Annual Council meeting.
- 3.5 As there are two by-elections we will not immediately know the final political Group numbers until after 7 May 2021.
- 3.6 Should we be in a position to hold the Annual Council meeting remotely, we propose a one week delay to the current meeting scheduled to allow for our Constitutional procedures as set out.

3.7 As a result of moving this date we also suggest that:

- North Western Area Planning Committee moves to Tuesday 25 May 2021 (from Wednesday 19 May);
- South Eastern Area Planning Committee moves to Wednesday 26 May (from Thursday 20 May);
- Central Area Planning Committee moves to Wednesday 2 June (from Wednesday 26 May).

3.8 All other Council and Committee dates would be as originally scheduled.

## **4. CONCLUSION**

4.1 To allow for correct procedure for Group notification, a revision to the scheduled Annual meeting and following Area Planning Committees is suggested.

## **5. IMPACT ON STRATEGIC THEMES**

5.1 Good Constitutional processes help to underpin the performance and efficiency Strategic Theme.

## **6. IMPLICATIONS**

- (i) **Impact on Customers** – None.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – Revising the date of the Annual Council meeting means that should Council and Committee meetings be able to take place in May 2021, we will be able to follow our processes correctly.
- (iv) **Impact on Resources (financial)** – None.
- (v) **Impact on Resources (human)** – Allows Officers appropriate lead in time to support the Annual Council meeting effectively.
- (vi) **Impact on the Environment** – None.
- (vii) **Impact on Strengthening Communities** – None.

Background Papers: None.

Enquiries to: Cheryl Hughes, Programmes, Performance and Governance Manager.