

## Parish Council

### Report

**Subject:** Requests for Change of Arrangements for Meetings

**Date:** 10<sup>th</sup> June 2021

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### 1. Report Summary

This report contains a request from officers for enhancements to the arrangements for meetings to ensure the timely dispatch of agendas and their supporting papers.

Over the last year requests from councillors to add late items to agendas very close to the legal deadline of their despatch has become the norm rather than the exception, and in some cases for whole agendas to be checked for compliance. This is having an impact on officer working patterns and effectiveness. Also, the despatch of accompanying papers is delayed with the consequence that officers have received complaints about the papers only being available on Fridays.

### 2. Details of Requests

- i. Councillors to inform officers via the Request an Agenda Item form of any items for an agenda 7 working days before a meeting so that officers can provide advice and guidance on wording, check their legality, carry out any research and write any reports in time for the papers to be sent out.
- ii. For agendas to be scheduled for despatch and publication on the Tuesday rather than the Wednesday which is the very last day an agenda can be published for a meeting to be held the following Monday in order to be compliant with the law - Local Government Act 1972 Schedule 12 Part II Clause 10(2).
- iii. Papers are able to be prepared for despatch by the Thursday morning on the week prior to a meeting.
- iv. Only in the case of an urgent late notice item shall a councillor ask for an item to be added to an agenda on the day before or on the day the agenda is to be despatched and published.
- v. It is not proposed that the Standing Orders be changed to accommodate this request but a request to councillors to appreciate the consequences of the late submission of their request on officers.

### 3. Impact of Changes

- i. Officers will know well in advance of items to be included on an agenda thereby enabling them to organise their work and to complete other tasks within their workload.

- ii. There will be no last minute rush or delay in sending out the Agenda potentially requiring officers to earn TOIL.
- iii. Any supporting reports can be prepared in time.
- iv. Councillors will be given sufficient time to read agendas and their accompanying papers to allow for questions to be put to officers before the meeting thereby enabling efficient and informed decision-making.

#### **4. Comments received**

Cllr Brentor advised me this week that this request must be agreed by the Council and that the views of Cllrs Mace and Hall be sought as they ask for items to be added to agendas.

Cllr Mace, who will not be attending next Monday's meeting, has advised that he is 'entirely supportive' of this request by officers and Cllr Hall is also supportive and will give his views when the item is discussed at the meeting.

#### **5. Recommendations**

That the request be approved to enable the timely despatch of agendas and papers before meetings which will enable sufficient time for papers to be read by councillors and informed decision-making.

**Bev Cornish**  
**Parish Clerk**