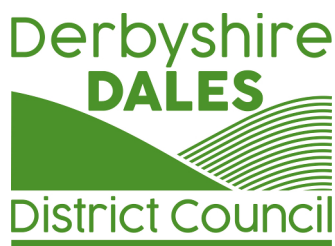


**COUNCIL MEETING
12 MAY 2020**

**ADDITIONAL REPORT AND AMENDED
AGENDA FRONT SHEET**



This information is available free of charge in electronic, audio, Braille and large print versions, on request.

For assistance in understanding or reading this document or specific information about this Agenda or on the “Public Participation” initiative please call the Committee Team on 01629 761300 or e-mail: committee@derbyshiredales.gov.uk

4 May 2020

To: All Councillors

As a Member of the **Council**, please treat this as your summons to attend an extraordinary virtual meeting on **Tuesday, 12 May at 6.00pm** via the Zoom application. (Joining details will be provided separately).

Yours sincerely

A handwritten signature in black ink, appearing to be 'Sandra Lamb', written over a faint circular stamp or watermark.

Sandra Lamb
Head of Corporate Services

AGENDA

1. APOLOGIES

Please advise the Committee Team on 01629 761133 or e-mail: committee@derbyshiredales.gov.uk of any apologies for absence.

2. PUBLIC PARTICIPATION

Public Participation, as provided for in the Constitution, is suspended temporarily and is replaced with an alternative mechanism for the public to bring matters to the Council’s attention.

Members of the public will be able to comment on any agenda item or matters in the wider public interest and will be invited to submit their questions or comments in writing, before 12 noon on the working day prior to the meeting by:

Email: committee@derbyshiredales.gov.uk

Post: Democratic Services, Derbyshire Dales District Council, Town Hall, Matlock DE4 3NN

The Committee Team will assist any member of the public without access to electronic means by capturing their concerns over the telephone.

Phone: 01629 761300 (working days only 9am – 5pm)

Any such correspondence will be read out at the meeting.

The public will not be admitted to the meeting through virtual means. All meeting proceedings open to the public will be streamed live on our YouTube channel when

all non -exempt items are being considered. Recordings of the meeting will also be available after the event on the District Council's website.

3. INTERESTS

Members are required to declare the existence and nature of any interests they may have in subsequent agenda items in accordance with the District Council's Code of Conduct. Those interests are matters that relate to money or that which can be valued in money, affecting the Member her/his partner, extended family and close friends. Interests that become apparent at a later stage in the proceedings may be declared at that time.

4. LEADERS' ANNOUNCEMENTS

Announcements of the Leader of the Council

5. QUESTIONS (RULE OF PROCEDURE 15)

Questions, if any, from Members who have given notice.

6. REMOTE MEETINGS PROTOCOL AND PROCEDURE RULES 3 - 7

To consider the establishment of Remote Meeting Procedure Rules for virtual meetings of The Council, its Committees and Sub-Committees

7. BUSINESS CONTINUITY DURING PEACETIME EMERGENCY 8 - 33

To report back on urgent decisions taken during the current emergency situation, and to consider the establishment of an Emergency Committee to ensure transparent decision making in the short terms, whilst the nation is in lock down and social distancing is of paramount importance.

8. AMENDMENTS TO RULES OF PROCEDURE – SUBSTITUTES AND DURATION OF MEETINGS 34 - 36

To consider incorporating new Rules of Procedure into the Constitution to reduce the number of substitutes on committees, extend deadlines for nomination of substitutes and limit the overall duration of meetings.

8A. APPOINTMENT OF MONITORING OFFICER 37 - 38

To confirm the appointment of James McLaughlin as Monitoring Officer for the District Council

9. SEALING OF DOCUMENTS

To authorise that the Common Seal of the Council be affixed to those documents, if any, required completing transactions undertaken by Committees or by way of delegated authority to others, since the last meeting of the Council.

NOTE

For further information about this Agenda or on "Public Participation" call 01629 761300 or e-mail: committee@derbyshiredales.gov.uk

COUNCIL

12 MAY 2020

Report of the Chief Executive

APPOINTMENT OF MONITORING OFFICER

PURPOSE OF REPORT

To confirm the appointment of James McLaughlin as Monitoring Officer for the District Council.

RECOMMENDATION

That James McLaughlin is appointed the District Council's Monitoring Officer with effect from 10 August 2020.

WARDS AFFECTED

Not applicable

1. INTRODUCTION

1.1 Under Section 5 of the Local Government Housing Act 1989 the Council is required to designate one of its officers as the Monitoring Officer for the Council. The Monitoring Officer may not be either the Council's Chief Finance Officer or the Chief Executive.

1.2 The Monitoring Officer's functions include:

- Oversight and reporting of the operation of the Council's Constitutional arrangements and the decision making processes
- Reporting on unlawfulness and maladministration
- Investigating allegations of breaches of the Code of Conduct and seeking rulings from the Council's Independent Person and arranging meetings of the Member Conduct Panel
- Maintenance of the Register of Disclosable Interests

1.3 Sandra Lamb is currently the Monitoring Officer for Derbyshire Dales District and is due to commence flexible retirement on 1 June 2020, for a short period, to enable her successor to take up the position permanently.

1.4 Following interview for the position of Director of Corporate and Customer Services, which includes the Monitoring Officer's responsibilities, James McLaughlin has been appointed as Ms Lamb's successor to take up the position on 10 August 2020. Council is now required to confirm the appointment as Monitoring Officer.

2. RISK ASSESSMENT

2.1 Legal

The Council is under a statutory obligation to appoint a Monitoring Officer under the Local Government and Housing Act 1989 and under s.113 of the Local Government Act 1972, a local authority may put their officers at the disposal of another local authority for the purposes of exercising their functions.

2.2 Financial

There are no financial risks arising from this report.

3. OTHER CONSIDERATIONS

In preparing this report, the relevance of the following factors has also been considered: prevention of crime and disorder, equalities, environmental, climate change, health, human rights, personnel and property.

4. CONTACT INFORMATION

Paul Wilson – Chief Executive
Tel: 01629 761125
Email: paul.wilson@derbyshiredales.gov.uk

5. BACKGROUND PAPERS

5.1 None