

Delegated Decision Notice (DDN)

This form is used to record any delegated decision which has been taken by officers under delegated authority.

Decision title	Change of Full Council Meeting Date
Decision date	12 June 2024
Decision maker	Chief Executive Officer
Source of delegation (resolution or Constitution – please reference)	Part D8 of the Constitution authorises the Chief Executive to take any actions necessary in the interests of the Council: The Council's Chief Executive has delegated authority to take any action they consider necessary in the interests of the Council in cases of urgency. They must only act after consultation with the Leader of the Council, the Chair of the Council or the appropriate Committee and the relevant Ward Member(s), if any. Any action taken in this way shall be reported to the first available meeting of the Council, Cabinet or relevant Committee, as appropriate.
Decision taken	To alter the date of the Full Council meeting on 17 July 2024 to 31 July 2024.
Reasons for the decision	In light of a General Election being called for 4 July 2024, a number of the Council's meetings and their associated publication dates and processes are close to the polling day for the election and agendas would need to be published during the pre-election period. The current meeting timetable would require staff affected by the Publica Transition to be briefed on the Transition in the days leading up to the General Election, which many staff will be focused on delivering, which was not considered to be appropriate. Therefore, it was considered appropriate to move the meetings to later in the month. Whilst other meetings can be moved as appropriate within the provisions of the Constitution, Full Council is normally required to agree changes to its own schedule of meetings. In the absence of a Council meeting before July 2024, the only option available was for Urgency Powers by the Chief Executive to be used.
Alternative options considered	Consideration was given to continuing to hold the meetings at the scheduled times, but this was not deemed to be appropriate option as pre-election period rules still applied.
Key or non-key?	Non-Key (key decision rules do not apply to non-executive decisions)
Subject to urgency rules?	Yes
Affected wards	None



COTSWOLD
DISTRICT COUNCIL

Details of consultation undertaken	Leader of the Council, Deputy Leader of the Council, Director of Governance and Development (Monitoring Officer), Business Manager for Democratic Services, Chair of Full Council; Vice-Chair of Full Council.
Lead officer	Robert Weaver, Chief Executive Officer robert.weaver@cotswold.gov.uk
List of documents considered	None