

SHEFFIELD CITY COUNCIL

ANNUAL COUNCIL MEETING – 19TH MAY, 2021

ITEM 9 – ARRANGEMENTS FOR COUNCIL MEETINGS IN THE MUNICIPAL YEAR 2021-22

Motion:-

It is moved by Councillor Tony Damms, seconded by Councillor Dianne Hurst, that:-

(a) the minor change made to Council Procedure Rule 5.1 by the Director of Legal and Governance, in consultation with the Lord Mayor, in relation to the venue for the Annual Meeting of the Council, as detailed in the note appended to this motion, be noted;

(b) (i) ordinary meetings of Full Council in the Municipal Year 2021/22 be held in the Town Hall (whenever possible) at 2.00 p.m. on the first Wednesday in every month except (A) August 2021 and March, April and May 2022 (when no ordinary meeting will be held); (B) in June 2021 (when the meeting will be held at Ponds Forge International Sports Centre on 16th June, not on the previously scheduled date of 9th June, due to the venue not being available on the 9th); (C) in September 2021 (when the meeting will be held on Wednesday 8th September 2021 instead of on Wednesday 1st September to avoid the impact of the Summer Bank Holiday on Monday 30th August); and (D) in January 2022 (when the meeting will be held on Wednesday 12th January 2022 instead of on Wednesday 5th January to avoid the impact of the New Year's Day Bank Holiday which will be observed on Monday 3rd January), and, accordingly, the meetings be held on the following dates:-

16th June 2021; 7th July 2021; 8th September 2021; 6th October 2021; 3rd November 2021; 1st December 2021; 12th January 2022; and 2nd February 2022; plus the provisional dates of 1st June 2022 and 6th July 2022 in the Municipal Year 2022/23;

(ii) the special meeting of the Council for the purposes of approving a Revenue Budget and Capital Programme and setting the Council Tax for the Financial Year 2022/23 be held on Wednesday, 2nd March 2022 at 2.00 p.m. in the Town Hall; and

(iii) the annual meeting of the Council in 2022 be held on Wednesday, 18th May 2022 at 11.30 a.m. in the Town Hall; and

(c) further to Council Procedure Rule 10.2, the formula for the order in which Notices of Motion shall be listed on the Council Summons in the Municipal Year 2021/22 shall be as follows:-

June 2021 - Labour/LibDem/Green/Labour

July - Labour/LibDem/Labour/LibDem

September - LibDem/Labour/Green/Labour

October - Labour/LibDem/Labour/Other

November – Green/Labour/LibDem/Labour

December - LibDem/Labour/Labour/LibDem

February 2022 - Labour/LibDem/Green/Labour



Record of Delegated Decision

Report of: The Director of Legal and Governance

Date: 11 May 2021

Subject: Minor Changes to the Constitution

Author of Report: Jason Dietsch – Head of Democratic and Member Services

Summary:

The report provides details of a proposed minor change to the Council Procedure Rules in the Constitution, relating to the venue for the Annual Meeting of the Council.

Recorded Decision

I have, after consultation with the Lord Mayor, authorised the change to the following part of the Constitution, as set out in the report and appendix, which will come into immediate effect and will be reported back to Full Council at the next appropriate opportunity:-

- Part 4 – Council Procedure Rule 5.1

Gillian Duckworth
Director of Legal and Governance

Signed.... (approval by email)

Councillor Tony Downing
Lord Mayor

Signed.... (approval by email)

Date... 11th May 2021

1. **Introduction**

1.1 This report provides details of a proposed minor change to the Council's Constitution. The Director of Legal and Governance, in consultation with the Lord Mayor, has delegated authority to make any minor and consequential drafting changes to the Constitution.

2. **Proposed Change and Reasons**

2.1 An update is required to be made to the Council Procedure Rules within Part 4 (Rules of Procedure) of the Constitution to facilitate the holding of the Annual Meeting of the Council within a venue other than in the Town Hall.

2.2 The ability, under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, for local authorities to hold meetings remotely, ceased on 6th May 2021. From 7th May 2021, local authority meetings must take place at a single, specified geographical location, where being present at such a meeting involves being physically present at that location, as was the case prior to the Coronavirus (Covid-19) pandemic and introduction of the 2020 Flexibility of Meetings Regulations. However, at this current time, the social distancing restrictions and other public health safety measures associated with the pandemic, continue to apply, and this has to be factored into the arrangements for holding physical meetings in the period ahead.

2.3 For meetings of the full Council, there are no meeting rooms within Sheffield Town Hall that can accommodate all 84 Members of the Council, plus officers, guests and members of the public within a safe indoor environment. Therefore, an alternative venue has had to be found for the annual meeting of the Council which has to take place on 19th May, 2021, and for the ordinary meeting of the Council to be held in June 2021. The Ponds Forge International Sports Centre has been selected as the venue for the May and June meetings, as this venue can accommodate the meeting with social distancing measures in place for all the participants. As part of the plans to reduce and manage risk associated with the holding of the annual meeting, the commencement time has been put back to 12 noon (from 11.30 a.m.).

2.4 It is hoped that all legal limits on social contact will be lifted by the Government prior to the ordinary meeting of the Council to be held in July 2021 and it is possible that that meeting may be held in the Council Chamber in the Town Hall. However, meetings of full Council will only be held in the Town Hall in the months following June 2021 if, in the opinion of the Monitoring Officer taking the advice of the Director of Public Health, it is deemed safe to do so.

2.5 The Council Procedure Rules 5.4 and 5.9, set out below, permit the Lord Mayor to change the venue for an ordinary meeting of the Council, and to change the time of the commencement of the annual meeting of the Council.

(CPR 5.4) - *Ordinary meetings of the Council shall be held in the Town Hall at 2.00 p.m. on the first Wednesday in months to be determined at the Annual Council Meeting or, in particular circumstances, at such other dates and venues as may be determined by the Lord Mayor or the City Council.*

(CPR 5.9) - *In special circumstances, the Lord Mayor may fix some other hour of commencement of any meeting of the Council.*

2.6 However, the Council Procedure Rule 5.1 states that “*The annual meeting of the Council shall be held in the Town Hall at 11.30 a.m. on the third Wednesday in May.*”. Accordingly, in order for an alternative venue to be used for the annual meeting, a minor change was required to be made to this Rule to add the words “*or, in particular circumstances, at such other venue as may be determined by the Lord Mayor or the City Council.*”

2.7 The proposed change is set out in the Appendix to this report.

3. **Decision**

3.1 To approve a change to the following part of the Constitution, as set out in the report and appendix, which will come into immediate effect and will be reported back to Full Council at the next appropriate opportunity:-

- Part 4 – Council Procedure Rule 5.1

Gillian Duckworth
Director of Legal and Governance

APPENDIX

Extract From The Sheffield City Council Constitution:
Part 4 – Council Procedure Rules

5 Meetings of the Council and Other Bodies

- 5.1 The annual meeting of the Council shall be held in the Town Hall at 11.30 a.m. on the third Wednesday in May *or, in particular circumstances, at such other venue as may be determined by the Lord Mayor or the City Council.*