



Annual Council – 15 April 2020

Review of the Constitution

Purpose of report

This report proposes a number of amendments to the Constitution, mainly in response to the need to review decision-making processes during the Covid-19 coronavirus emergency, reflect expected changes in the committee structure, and to reflect a changing requirement for commercial leases.

Attachment(s)

Appendix A – Proposed Changes to the Constitution

1.0 Background

1.1 The Monitoring Officer has a responsibility to review the Constitution regularly in the light of the changing context in which the council operates, including changes in legislation. A full review of the Constitution was undertaken in 2015 by Internal Audit and the council's legal advisors, LGSS, and a significant number of changes were implemented as a result. A smaller number of changes have been approved since: some via recommendation from the Governance and Audit Committee; some by direct report to Council; and some minor administrative changes via the Monitoring Officer under delegated powers. The most up to date version of the Constitution can always be found on the council's website. This report proposes a number of further changes as outlined in the next sections.

2.0 Proposed changes to the Constitution

2.1 The major driver for the proposed changes to the Constitution is to respond to the current coronavirus (Covid-19) outbreak, which has been designated a global pandemic by the World Health Organisation. Following regular medical and scientific advice, the Government has put in place increased social distancing restrictions which has now led to the closure of most businesses, and instructions for the entire United Kingdom population to stay at home, with the following caveats:

- Only to go outside for food, health reasons or work (but only if you cannot work from home)
- If going outside, stay two metres (six feet and six inches) away from other people at all times;
- Wash hands frequently and for at least 20 seconds each time;

The Government has also instructed people not to meet others, even friends or family, outside of their own household, noting that the virus can be spread even if you don't have symptoms.

Further government advice can be found at: www.gov.uk/coronavirus

Coronavirus Act 2020

2.2 This is an unprecedented situation and local government is playing a significant role in supporting vulnerable people, local businesses and local communities. The Government has urged councils to continue the delivery of essential services, including supporting vulnerable people, and ensuring that important functions that have an economic impact (such as planning, and revenue and benefits), and playing a key role in delivering financial support for businesses continue to be delivered as close to normal as possible.

2.3 The UK Parliament debated emergency powers contained in the Coronavirus Bill 2019/20, which included the aims of:-

- Giving further powers to the government to slow the spread of the virus;
- Reducing the resourcing and administrative burden on public bodies; and
- Limiting the impact of potential staffing shortages on the delivery of public services.

The Bill received Royal Assent and came into force as the Coronavirus Act 2020 on 25 March 2020. Clause 78 of the Coronavirus Act 2020 contains regulation-making powers with regard to meetings and proceedings of local authorities in England, Wales and Northern Ireland. These are broad powers to make regulations regarding:

- a) requirements to hold local authority meetings;
- b) the times at or by which, periods within which, or frequency with which, local authority meetings are to be held;
- c) the places at which local authority meetings are to be held;
- d) the manner in which persons may attend, speak at, vote in, or otherwise participate in, local authority meetings;
- e) public admission and access to local authority meetings;
- f) the places at which, and the manner in which, documents relating to local authority meetings are to be open to inspection by, or otherwise available to, members of the public.

The regulations were laid before Parliament on 2 April 2020, to come into force on 4 April 2020, as this report was being finalised for circulation.

Arising from these regulations, alternative ways for councillors and officers to be able to participate in meetings remotely, such as through video conferencing, are currently being explored on a collaborative basis with fellow Northamptonshire councils, albeit noting that the legislation only makes provision for local authority meetings held or required to be held before 7 May 2021, by which time the new North Northamptonshire Council will have been established.

If the newly issued regulations have any further impact on the proposed changes to the Constitution outlined below, this will be reported to the meeting.

Council Decision Making

2.4 Sector-led advice, jointly issued by Lawyers in Local Government (LLG) and the Association of Democratic Services Officers (ADSO), has been provided in relation to the requirement for public gatherings of more than two persons outside of one's own household, including whether local authority meetings should, or indeed are able, to continue in their current form. Given that these are exceptional times, and to reduce the risk of spreading the virus, especially to vulnerable groups which include a high proportion of ENC Councillors, it recommends that:-

- where meetings do take place, it is only on the basis that core essential business is considered, and following discussion with political groups that they be made up of the minimum quorum of councillors, proportionally from each group, each sitting as spaced out as the chamber allows, at a minimum of two metres apart;
- In cases where decision making is not essential, or members and officers become indisposed to prevent even essential decision making to take place, that appropriate decision making powers be delegated to the Chief Executive or other officers as appropriate, following councillor consultation.

Changes to the Constitution

2.5 It is essential over the coming weeks and months that the Council is able to function and that there are sufficient powers to allow its business to be safeguarded, protected and promoted in the interests of both the Council and its citizens on the basis of further government advice or due to incapacitation of councillors and/or officers. On this basis, the following is a summary of the main proposed changes to the Constitution attached to this report:-

- To extend the Council's Scheme of Delegation to grant emergency powers to:-
 - the Chief Executive (or his nominee), following councillor consultation, to take any decision within the budget and policy framework where the relevant meeting of councillors is not practicable or an individual officer with current powers under the Council's Scheme of Delegation is unable to exercise them;
 - The Head of Planning Services (or in his absence the Executive Director for Growth and Infrastructure), following consultation with members of the Planning Committee, to take any planning decision not considered major or strategic.
- Changes to the Council's meeting procedure rules to introduce the ability for council and committees to conduct virtual meetings;
- To reduce the quorum for committees and sub committees to a quarter to reflect the expected reduction in councillor availability.
- Extend the Chief Executive's power to agree dispensations in accordance with Section 85 of the Local Government Act 1972 on the basis that a significant number of member meetings could be cancelled or postponed, and recognising that a number of councillors are in the vulnerable categories and/or may be placed under greater restrictions on attendance,.

2.6 A further change includes the proposed removal of the Transformation Committee as a committee of Council as much of its terms of reference will now be undertaken directly by the North Northamptonshire Council in shadow form; other relevant aspects of its terms of reference to be transferred to the Finance and Performance Sub Committee.

Remaining changes that have been proposed are of a minor administrative or clarification type.

2.7 Full details of the proposed changes, together with the reason for the proposed change, are set out in Appendix A.

Commercial Leases

2.8 Following discussions with Corby Borough Council as part of the review of our commercial estate, it is evident that consideration needs to be given to the speed of turnaround for new leases and their management to support the effective running of the council's commercial estate.

2.9 This issue was highlighted as part of the Facilities Management and Property Audit undertaken towards the end of 2019 and is also reflected in the delegations agreed at the 17 February 2020 Finance and Performance Sub Committee meeting relating to the Enterprise Centre East Northants project. It is also important to consider the process for undertaking evictions as required. Within this context it is considered that the current delegation needs refining and therefore it is suggested that it is

updated to read as follows:

Delegate authority to the Head of Economic & Commercial Development, or their nominee, following consultation with the Chairman of the Finance and Performance Subcommittee, to:

- *agree heads of term for each lease*
- *agree the tenant (occupier)*
- *enter into the lease agreement*
- *serve such notices as (s)he deems appropriate to manage the lease agreement or any default arising from the agreement.*

3.0 Privacy Implications

3.1 There are no privacy implications as a result of this report.

4.0 Equality and Diversity Implications

4.1 There are no equality or diversity implications arising from this report.

5.0 Health Impact Implications

5.1 There are no health impact implications arising from this report.

6.0 Legal Implications

6.1 There are no known legal implications arising from the changes proposed in this report other than those noted against some proposed changes.

7.0 Risk Management

7.1 This report seeks to minimise the risks of legal non-compliance by updating the constitution in line with the latest staff structure and legislation.

8.0 Constitutional Implications

8.1 The proposed changes to the Constitution will take effect immediately after the Council approves the amendments. Where emergency decisions outside of the Budget and Policy Framework are required, an extraordinary meeting of the Council will be called, where an ordinary meeting is not already scheduled.

9.0 Resource and Financial Implications

9.1 In extending emergency powers to the Chief Executive there may be financial implications for the Council. Any such implications are currently unquantifiable but will be consulted upon with the relevant member/s as and when they arise and reported to the next available meeting of the Council.

10.0 Customer Services Implications

10.1 There are no direct customer services implications arising from this report.

11.0 Corporate Outcomes

11.1 The proposed amendments to the Constitution will contribute to the corporate outcome of Effective Management by ensuring transparency in decision making.

12.0 Recommendations

12.1 That Council:


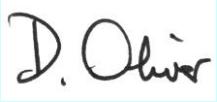
- a) Recognises the serious and unprecedented nature of the coronavirus (Covid-19) emergency and the likelihood of it significantly impacting on the Council's democratic and decision making arrangements until the Government announces that the crisis is over;
- b) Notes that, further to Government regulations, Council or relevant committees will in due course be able to take decisions remotely by virtual meetings, subject to this being practicable;
- c) Approves the amendments to the Constitution, as set out in Appendix A of this report;

[Reason: To ensure that the Constitution continues to provide for appropriate guidance on council decision making and that Council responds appropriately in revising its decision making procedures in response to the coronavirus (Covid-19) emergency.]

- d) In relation to the council's commercial estate, delegates authority to the Head of Economic & Commercial Development, or their nominee, , following consultation with the Chairman of the Finance and Performance Subcommittee, to:

- agree heads of term for each lease
- agree the tenant (occupier);
- enter into the lease agreement;
- serve such notices as (s)he deems appropriate to manage the lease agreement or any default arising from or associated with the agreement.

[Reason: To ensure effective management of the Council's commercial estate]

Legal	Power: Various – as noted in the report				
	Other considerations: Coronavirus Act 2020				
Background Papers: Constitution of East Northamptonshire Council.					
Person Originating Report: Ben Smith, Democratic and Electoral Services Manager/ Deputy Monitoring Officer ✉ bsmith@east-northamptonshire.gov.uk ☎ 01832 742113					
Date: 30 March 2020					
CFO 02/04/20		MO		CX 02/04/20	

Proposed Changes to Constitution – Red is proposed new text, strike-through indicates text to be removed

Constitution Part and Paragraph Reference	Track Change Version of Changes – red text is proposed <i>insertion</i> whilst deleted-text is proposed for removal	Reason for Proposed Change
Part 2 Articles		
Article 6 – The Council Leader 6.03 Role of the elected Leader (f)	to serve as an ex-officio member of Policy and Resources, Transformation and Planning Policy Committees and their subcommittees (with voting rights)	To reflect anticipated changes to the committee structure
6.04 Deputy Leader of the Council	...Subject to political balance rules, the Deputy Leader shall serve as an ex-officio member of Policy & Resources, Transformation and Planning Policy committees and their sub-committees (with voting rights) or the Governance and Audit Committee...	To reflect anticipated changes to the committee structure
Part 3 Responsibility for Functions		
Section 1. Responsibility for Council Functions	Remove Transformation section from table of committees inclusive of membership, functions and delegation of functions	To reflect anticipated changes to the committee structure
Part 3.2 Scheme of Delegation - Table 1	Add to preamble list of delegations, sections A to E, new ' E: DELEGATIONS RELATED TO CORONAVIRUS ACT 2020 ' [the current 'E: Proper Officer Provisions' to become ' F: Proper Officer Provisions ']	To reflect changes made in legislation.
Part 3.2 Scheme of Delegation – Amend delegation 1(a)	<u>Town & Country Planning Act 1990, as amended and related legislation</u> Planning applications (including applications for listed building consent and advertisement consent) and Emergency Decision Making i) Power to the Head of Planning Services, Planning Development Manager, Executive Director with the ability of any of these to specify other officers (in addition to those above) within Planning	To reflect good practice guidance from the Planning Officers Society during the

	<p>Services to act under the scheme (SUBJECT TO KEEPING A RECORD OF THE OFFICERS SO AUTHORISED AND THE DATE OF AUTHORISATION)</p> <p>To determine applications with the exception of those applications falling within categories A to D ↓ below:-</p> <p>A. Applications for ‘major’ residential development (as defined by the Development Management Procedure Order 2015 i.e. 10 dwellings or 0.5ha where the number of dwellings is unclear)</p> <p>B. Applications for change of use or total demolition or demolition of a significant portion of properties covered by Assets of Community Value</p> <p>C. Total demolition or demolition of a significant portion of Listed Buildings</p> <p>D. Non-residential development involving more than 1,000 square metres of additional floorspace, unless upon land allocated for commercial development in the development plan or other development document.</p> <p>B. E. Applications by East Northamptonshire Council (with the exception of non-material amendments and discharge of condition applications).</p> <p>C. F. Applications affecting property owned or controlled by an officer or Member of the Council.</p> <p>E. Observations on proposals referred by adjoining Planning Authorities, Government Departments, crown bodies and statutory undertakers in those cases where such proposals are likely to significantly affect this District.</p> <p>D. H. Any application at the discretion of the Head of Planning Services</p> <p>F. Any application which a Member requests to be determined by Planning Management Committee within the agreed 21 day time scale.</p> <p><u>Where applications fall into the following categories E to I, the Planning Committee must be consulted prior to the exercise of officer delegated decision making, in accordance with the procedure set out in Annex A to the Scheme of Delegation:-</u></p> <p>ii) Power to the Head of Planning Services (or in his absence Executive Director Growth and Communities) (SUBJECT TO KEEPING A RECORD OF THE OFFICERS SO AUTHORISED AND THE DATE OF AUTHORISATION)</p> <p>To determine applications with the exception of those applications falling within categories A to D ↓ below:-</p> <p>E. Applications for change of use or total demolition or demolition of a significant portion of</p>	<p>national emergency following the Coronavirus outbreak</p>
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	<p>properties covered by Assets of Community Value</p> <p>F. Total demolition or demolition of a significant portion of Listed Buildings</p> <p>G. Non-residential development involving more than 1,000 square metres of additional floorspace, unless upon land allocated for commercial development in the development plan or other development document.</p> <p>H. Observations on proposals referred by adjoining Planning Authorities, Government Departments, crown bodies and statutory undertakers in those cases where such proposals are likely to significantly affect this District.</p> <p>I. Any application which a Member requests to be determined by Planning Management Committee within the agreed 21 day time scale.</p> <p>The ongoing requirement for this delegation (as amended) will be subject to review by (full) Council at its meeting scheduled for 12th October 2020. In the event that (full) Council is unable to meet, the review shall be undertaken by the Chairman of the Council (or in his absence Vice-Chairman of the Council) and the Leader of the Council (or in his absence Deputy Leader of the Council).</p>	
<p>Part 3.2 Scheme of Delegation Amend current Section 85 Dispensations and insert as new 216a</p>	<p>in accordance with Section 85 of the Local Government Act 1972 and in the event of there not being a timely meeting of the full Council to consider the matter, that authority be delegated to the Chief Executive, following consultation with political group leaders, to agree dispensations in cases of:-</p> <ul style="list-style-type: none"> • serious illness; and/or • a vulnerable/high risk health condition; and/or • some other restriction <p>rendering an inability to attend meetings beyond normal expectations and where a return to active service as a councillor is expected.</p>	<p>In furtherance to the delegated power granted 26 January 2016 and to reflect the national emergency following the Coronavirus outbreak.</p>
<p>Part 3.2 Scheme of Delegation - Add new delegation 253.</p>	<p><u>Emergency Decision Making Powers – Chief Executive</u></p> <p>In respect of a) below, any emergency decision made by the Chief Executive (or his nominee), and the reasons for it, must be reported to the next available meeting of Council:</p> <p>a) The Chief Executive (or his nominee) may after consultation with the Chairman of the relevant committee (or subcommittee) and the Leader of the Council (or in his absence the Deputy Leader of the Council), take any decision that is in the interests of the Council, provided it is within the Budget</p>	<p>To reflect the national emergency following the Coronavirus outbreak</p>

	<p>and Policy framework;</p> <p>The ongoing requirement for this delegation will be subject to review by (full) Council at its meeting scheduled for 12th October 2020. In the event that (full) Council is unable to meet, the review shall be undertaken by the Chairman of the Council (or in his absence Vice-Chairman of the Council) and the Leader of the Council (or in his absence Deputy Leader of the Council).</p>	
Part 4.1 Council Procedure Rules		
2.1 ORDINARY MEETINGS	Ordinary meetings of the (full) Council will take place in accordance with a programme decided at the Council's Annual Meeting. A minimum of six ordinary meetings of the (full) Council shall normally be held each year.	To reflect that the council may not be able to hold as many meetings during the coronavirus outbreak.
2.2 ORDINARY MEETINGS	vi. receive any official announcements, notices or reports from the Chairman or the Chief Executive (to include the reporting on any emergency delegated decisions taken)	To reflect that the council may not be able to hold as many meetings during the coronavirus outbreak.
4. TIME AND PLACE OF MEETINGS	The time and place of meetings will be determined by the Chief Executive (including whether it shall be held in whole or in part by video, teleconferencing, or other such technology that is permitted via regulations made in accordance with section 78 of the Coronavirus Act 2020) in consultation with the Chairman of the Council (if absent, the Vice-Chairman will be consulted) and notified in the summons to attend the meeting.	To reflect changes made in legislation.
7.1 QUORUM	The quorum for a committee or sub-committee shall be one third quarter of the membership, provided that in no case shall a quorum be less than three members. save that The quorum of a Licensing (Liquor and Gambling) or Licensing (Taxi and Miscellaneous) Panel shall also be three councillors.	For consistency with the quorum of (full) council meetings and to reflect the reduction in

		member availability during the coronavirus outbreak.
9. PUBLIC TIME AT MEETINGS (c) Planning Management Committee and Policy and Resources Committee	<p>The Chairman of these Committees may, as they think fit, modify this Rule to enable speakers on issues to be heard immediately before the matter to be considered, rather than at the start of the meeting. The Chairman may also extend the overall time allowed for public speaking to a maximum of 30 minutes.</p> <p>Note: Part 5.4 Code of Practice for Planning Procedures, section 5.3 of the Constitution contains more detailed procedures for public speaking at Planning Management Committee meetings.</p>	For clarity
13.15 RULES OF DEBATE	<p>Under the Localism Act, councillors with a Disclosable Pecuniary Interest (DPI) without a Dispensation in a matter may not participate in the debate or decision about the matter. The councillor may remain in the room (unless the matter to be decided is related to a regulatory function) but should physically withdraw from the Councillors making the decision. If the matter relates to a regulatory function then the councillor should leave the room (including the public gallery after any speech as a citizen) or, if the councillor is present using remote technology, as instructed by the Chairman. Councillors should also be mindful of any other interests they wish to declare under paragraph 2.5.3 of the Councillors Code of Conduct. If they have relevant interests they should consider whether participating in the debate or discussion might be perceived as biased as a result. If this is the case then they should consider following the same rules as for a DPI.</p>	To reflect changes made in legislation.
16. VOTING 16.1 Majority	<p>Unless this constitution provides otherwise, any matter will be decided by a simple majority of those councillors voting and present in the room, and/or present using remote technology, at the time the question was put.</p>	To reflect changes made in legislation.
16.3 Show of hands	<p>Unless a recorded vote is demanded under Rules 16.4 and 16.5, the Chairman will take the vote by a show of hands, or if there is no dissent, by the affirmation of the meeting. In the case of a councillor/s present using remote technology, the Chairman may require that vote to be confirmed verbally, or by using that technology.</p>	To reflect changes made in legislation.

17.3 Form of Minutes	<p>The names of councillors present at meetings of the Council, its Committees or Boards, Sub-Committees, Panels, and Working Parties, shall be recorded in the minutes; this will include those whose presence is physical or via remote technology.</p> <p>The minutes of proceedings of meetings of the Council, Committees, Boards, Sub-Committees, and Panels shall be drawn up and entered in a book of loose leaf pages, consecutively numbered.</p>	To reflect changes made in legislation.
18. Record of Attendance/ Apologies	<p>All councillors present during the whole or part of a meeting must sign their names on the attendance record before the conclusion of every meeting to assist with the record of attendance. Where a councillor is in attendance using remote technology the Democratic Services Officer may record the attendance on the councillor's behalf.</p> <p>Apologies for absences shall be recorded in the minutes, but their acceptance will not be regarded as approval of continued absence for the purposed of Section 85 of the Local Government Act 1972.</p>	To reflect changes made in legislation.
20. COUNCILLORS' CONDUCT 20.3 Chairman standing	<p>When the Chairman stands (or otherwise indicates when present using remote technology) during a debate, any councillor speaking at the time must stop. The meeting must be silent.</p>	To reflect changes made in legislation.
Part 6: Members' Allowances Scheme 2019/20		
1. SUMMARY OF MAIN FEATURES 1.1 [2 nd bullet]	<ul style="list-style-type: none"> Special Responsibility Allowance (for Chairman and Vice Chairman of Policy, & Resources, Planning Management, Licensing, Transformation and Governance and Audit Committees; the Leader of the Council, Deputy Leader; Leader of the Opposition Group; see Schedule 1). These are annual sums. 	To reflect anticipated changes to the committee structure
Schedule 1 Allowances Payable	<p><i>Remove Transformation from list of allowances payable to Chairmen</i></p> <p><i>Remove Transformation from list of allowances payable to Vice-Chairmen</i></p>	To reflect anticipated changes to the committee structure

Part 8: Terms of Reference of Committees, Sub Committees, Panels and Working Parties		
Transformation Committee	<p>Delete Transformation Committee from contents page and amend accordingly</p> <p>Delete the terms of reference for Transformation Committee</p>	To reflect anticipated changes to the committee structure
Finance and Performance Sub-Committee - Terms of Reference	<p>Add new part 12</p> <p>To monitor and manage the development of ENC’s building and system assets, ensuring it is tailored to the direction of travel of the new North Northamptonshire Council.</p>	To ensure continued oversight of the Council’s Office Transformation Programme.
Annex A: Planning Management Committee - Consultation Procedure		
	<ol style="list-style-type: none"> 1) Officers should communicate with the Chairman of Planning Management Committee (as now) in advance of “delegated meetings” so that they are aware what matters are coming up for decision. 2) Reports should be prepared in the normal way using the existing committee report template. 3) In addition, illustrative material should be prepared which mirrors the material that would normally be presented to committee – photos, plans etc. 4) An “agenda” pack (front sheet, reports and supporting information) should be prepared which should be called “Notification of Planning Matters for Emergency Decision Making” to distinguish the process. An example front sheet is enclosed in Appendix A. 5) The Notification report pack should be sent by the Planning Service to Democratic Services for them to: <ul style="list-style-type: none"> • enter the proposed decisions on the Council’s website (for transparency purposes); and • publish the Notification report pack on the Council’s website. 	

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| | <ol style="list-style-type: none">6) On the same day, the Notification report pack should be emailed to the Member Consultees (see Notification front sheet) by Planning Services. The email should cover the following:<ul style="list-style-type: none">• set out the deadline by which they must comment – this should be 5 clear working days from the date it was sent to mirror the timings with committee agendas;• offer the opportunity to discuss any reports, but make it clear that the comments to be taken into account must be in writing for transparency and probity purposes; and• it is also a wise precaution to require members to respond to the email using their council email account.7) After the consultation period has expired, the [name of senior planner administering the process] administering the process should prepare a draft Decision Record (akin to a committee minute).
An example of this is set out at Appendix B.8) The Decision Record should be finalised and signed by the decision maker (the Head of Planning Services or the Executive Director – Growth and Communities) who will take into account any views received from the Member Consultees.9) The finalised and signed Decision Record should be sent by Planning Services to Democratic Services so they can publish the Decision Record on the Council's website.10) Everyone who responded to the application should be notified of the decision(s) in the normal way by the Planning Service.11) Decisions will then be progressed/issued as appropriate | |
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Notification Front Sheet

EAST NORTHAMPTONSHIRE COUNCIL
NOTIFICATION of planning matters for emergency decision making
under [state the power in the Constitution being used]

This Notification has been published and is available on the Council's website
Date published: XX Xxxx 2020

For enquiries about this Notification, please contact [name of senior planner administering the process (phone number and email address)]

Delegated decision(s) to be taken by the [Head of Planning Services] under the emergency decision making procedures for planning matters normally determined by [Planning Committee].

Consultation undertaken with the following members of the Planning Management Committee:

- [Councillor A]
- [Councillor B]
- [etc]

Any views to be sent by email to [name of senior planner administering the process] by 5pm on [ie 5 clear working days after the publication of this document].

Items for decision:

- a) [Ref No – Address]
- b) [etc]

Background documents

For information about the background papers used in the drafting of the reports in this Notification contact [name of senior planner administering the process (phone number and email address)].

Decision Record

EAST NORTHAMPTONSHIRE COUNCIL
DECISION RECORD of emergency decision making on planning matters
under [state the power in the Constitution being used]

Date: XX Xxxx 2020

Delegated decision(s) taken by the [Head of Planning Services or Executive Director, Growth and Infrastructure] under the emergency decision making procedures for planning matters normally determined by Planning Management Committee.

Consultation was undertaken with the following Councillors:

- [Councillor A]
- [Councillor B]
- [etc]

Record of decision(s):

a) [Ref No]
[Address]
[Description of Development]

DELEGATED PROCEDURE CONSULTATIONS

[There were no further views expressed by Councillors on this report.]

[The following views were expressed by Councillors on this report:]

- [NAME OF COUNCILLOR]: [summary of views expressed]

OFFICER COMMENT: [clearly identify any views that are not material planning considerations or where there are any erroneous applications of planning law or policy]

- [etc for any other Councillor comments]

	<p>FURTHER OFFICER CONSIDERATIONS [In this section the administering senior officer will pull together the further material planning considerations raised by the comments that have been made by members and make a recommendation that is either to go with the recommendation unaltered, to amend the recommendation (eg altering or adding a condition) or to propose a new recommendation (eg to refuse rather than grant)]</p> <p>DECISION [In this section the decision will be set out – this will be in the form normally adopted in committee minutes rather than repeating the whole decision as set out in the main report] b) [etc for any other reports on the Notification]</p> <p>Signed Date</p> <p>Title: [Head of Planning Services]</p>	
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