

Item 7 (b) - Notice of and Summons to Meetings

The attached report was considered by the Governance Committee, and the relevant minute extract is below:

Governance Committee (13 April 2022, Minute 13)

The Monitoring Officer presented the report which proposed an alteration to Part two of the Constitution allowing formal summons to meetings to be provided electronically by email.

The report proposed a change in line with the current legislative position as related to giving notice of meetings. It was hoped that this would lead to a reduction in courier movements in favour of formal legal service of meeting documents by email. The report would not prevent members from receiving a paper copy of agendas.

Members discussed the report and asked questions of clarification.

It was stressed that the proposal related to the manner by which the formal summons of meeting documents was made and not to ceasing the provision of paper agenda packs to Members.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: that it be recommended to Council that:

- a. Members approve the revisions to Part 2 of the Constitution set out in the report;
- b. pursuant to the Council's Net Zero 2030 ambitions, Members agree to accept formal legal service of meeting documents by email;
- c. Members note that paper copies of meeting agendas and reports will continue to be available in advance of meetings notwithstanding electronic service.