

## **CEREDIGION COUNTY COUNCIL**

**Report to:** Democratic Services Committee

**Date:** 9 June 2023

**Title:** Chairman's Announcements

**Purpose of report:** To consider the report in relation to Chairmans's Announcements

### **Introduction**

Following a meeting of Group Leaders and a review of practice with other Local Authorities, it is proposed that the standing item of 'Personal Matters' on the Council agenda is reviewed in order to ensure consistency, and appropriateness of matters raised.

Currently, Members are asked to notify the Chair in advance of the Meeting via the Democratic Services Officer if they wish to raise any personal matters, however in practice, most personal matters are presented during the meeting. During recent meetings, Personal Matters have exceeded 25 minuted items, and a considerable amount of the Council's time is taken up in the presentation of these items.

The Council's Constitution does not stipulate the aim or purpose of this item on the Council agenda, and as such the contents can be wide-ranging, with the majority relating to congratulations and condolences for residents on a ward basis. It has been noted that this has led to a lack of consistency e.g. congratulating certain residents on celebrating significant birthdays, whereas others may be missed; congratulating certain members of staff upon their retirement, and again where others do not receive such recognition; and congratulating individuals known to Members on various county-wide competitions where others are not recognised.

### **Review of practice by other Local Authorities**

A review of all Wales Local Authority practice was carried out during May of this year. The sample included one standard Council agenda per Local authority, published on the internet. It was noted that from this sample no other Local Authority include 'Personal Matters' as a Council agenda. Below are a sample of alternative agenda items noted:

- a) To receive announcements from the Chairman, Leader, Members of the Cabinet or the Chief Executive.
- b) to receive announcements from:
  - (i) Mayor (or Presiding Officer)
  - (ii) Cabinet Members
  - (iii) Chief Executive
- c) Chair's Announcements

- d) Reports from the Chair
- e) Announcements / Personal Issues
  - (i) Presiding Member
  - (ii) Chairman / Deputy Presiding President
- f) Announcements from the Leader or Chief Executive

### **Proposal**

It is therefore recommended that the Personal Matters agenda item is superseded by a 'Chairman's Announcements'. All Members will be asked to notify the Chair via the relevant Democratic Services Officer of any matters that they may wish to put forward for consideration by the Chair. All matters will need to be presented at least 2 clear working days prior to the meeting, and the Chair will read a summary of these announcements during the Council meeting.

### **Items for consideration for the Chairman's Announcements**

The Chair will have the final discretion in considering the relevance of matters put forward, and whilst this is not an exhaustive list, it should provide a guide to Members:

- Congratulating individuals selected to represent Wales or winning a National competition. Members should however try to avoid excessive duplication e.g. each time an individual is selected to the team, per game;
- Personal matters relating to Members, e.g. condolences on the death of a close relative, to wish them a speedy recovery or congratulations on a wedding, or the birth of a child or grandchild

It is recommended that the Chairman's Announcement avoids anything related to staff, except congratulations on winning awards related to the work of the Council, or condolences with Chief Officers if a member of staff has died in office. It is also recommended that the Announcements avoids local matters such as birthday congratulations, winning local competitions, passing examinations etc which are best dealt with at Ward level or by the relevant Town/Community Council.

It is acknowledged that some matters may arise at the last minute and that it may not be possible to provide 2 clear working days for presenting this information. In such circumstances, it is proposed that the Member notify the relevant Democratic Services Officer prior at the earliest possible opportunity, prior to the commencement of the meeting, who will then discuss it with the Chair.

### **Next Step**

It is recommended that the Democratic Services Committee consider the proposals above, and provide a recommendation to Council in relation to Chairman's Announcements.

### **Recommendations:**

- a) To consider the proposals in the report, in order to put forward a recommendation to Council

### **Appendices:**

**Background documents:**

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**Date:** 16.05.2023