

## **CEREDIGION COUNTY COUNCIL**

**Report to:** Democratic Services Committee

**Date:** 28.02.2024

**Title:** Draft Guidance for Chairs / Vice-Chairs on adjourning, suspending or terminating a meeting and for considering exempt items

**Purpose of report:** To consider the draft guidance

### **Background**

A request was received by Chairs of Scrutiny Committees for written guidance outlining the circumstances and procedures for adjourning, suspending or terminating meetings.

The attached draft guidance also incorporates the consideration of exempt items.

It is therefore proposed that the Democratic Services Committee considers the draft guidance, which will be distributed to all Committee Chairs and Vice-Chairs for information.

### **Recommendations:**

- a) **To approve the draft guidance for circulation to all Council Committee Chairs and Vice-Chairs**

### **Appendices:**

Appendix A: Ceredigion County Council Constitution, section 10.4 Meaning of Exempt Information

### **Background documents:**

None

### **Name:**

Lowri Edwards

### **Job Title:**

Corporate Lead Officer: Democratic Services

### **Date:**

29 December 2023