



## OFFICER DECISION RECORD

This form should be used to record Executive decisions taken by Officers

<b>Type of Decision:</b>	<b>Urgent Operational Decision</b>		
<b>Decision Maker:</b>	Graham Farrant, Chief Executive and Head of Paid Service		
<b>Service Area:</b>	Corporate Resources	<b>Date:</b>	23 May 2024
<b>Contact Name:</b>	Janie Berry	<b>Tel No:</b>	
<b>E-mail:</b>	Janie.berry@bcpcouncil.gov.uk		
<b>Subject:</b>	BCP Council Meetings during the Pre-Election period 4 June 2024 to 4 July 2024 inclusive		
<b>Decision taken:</b>			
<ol style="list-style-type: none"> <li>1. To postpone all scheduled (non-regulatory) meetings of Council, Cabinet, Committees and Sub-Committees during the pre-election period of the General Election 2024.</li> <li>2. Meetings of the Council's Regulatory Committees namely Appeals Committee, Licensing Committee, Western Planning Committee and Eastern Planning Committee will continue as scheduled</li> <li>3. Eastern Planning Committee scheduled for 4 July 2024, will be cancelled due to this falling on Polling Day</li> </ol>			
<b>Options considered:</b>			
To continue with all scheduled meetings however this would conflict with national Pre Election period guidance. This option is not recommended.			
<b>Reasons for the decision:</b>			
<p>On 22 May 2024, the Prime Minister announced a General Election will now take place with Polling Day on 4 July 2024.</p> <p>The Council will enter pre election period on 4 June 2024 when the Notice of Election is published. The Pre Election period will expire at close of poll (10pm) on 4 July 2024.</p>			

During this sensitive period, the Council must take steps to comply with the restrictions governed by Local Government Act 2986 (as amended in 1988) in that the Council should not publish any material which, in whole or in part, appears to be designed to affect public support for a political party.

The same legislation requires the Council to have regard to the Code of Recommended Practice on Local Authority Publicity 2011.

There is a concern that to continue with the scheduled meetings will put BCP Council at risk of breaching the legislation.

**Background:**

The Council has previously published its schedule of meetings and alternative arrangements must now be made to accommodate the Pre Election Period for the General Election.

It is proposed that the following published meetings are cancelled as a direct result of the Pre Election Period:

- 04 June 2024 – Council
- 10 June 2024 – Overview and Scrutiny Board
- 11 June 2024 – Children’s Services Overview and Scrutiny Committee
- 17 June 2024 – Corporate Parenting Board
- 19 June 2024 – Cabinet
- 19 June 2024 – Standing Advisory Committee on Religious Education
- 24 June 2024 – Schools Forum
- 01 July 2024 – Tricuro Executive Shareholder Group
- 02 July 2024 – Standards Committee
- 04 July 2024 – Eastern BCP Planning Committee (due to this being Polling Day)

In addition, the following meetings will be cancelled as it is not possible for the Council to publish the respective agendas during the Pre Election Period

- 8 July 2024 – Overview and Scrutiny Board
- 10 July 2024 – Environment and Place Overview and Scrutiny Board

Thereafter, all Council meetings will continue as previously published.

**Consultations undertaken:**

**Consultation:**

- In making this decision the Chief Executive and Head of Paid Service has consulted with Council’s Monitoring Officer and s151 Officer
- The Leader of the Council has been consulted

**Finance and Resourcing Implications:**

There are no financial implications directly arising from this decision.

**Name:** Adam Richens

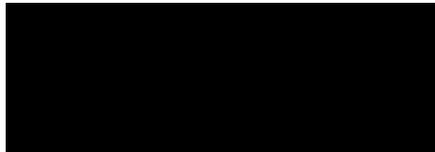
**Date:** 28 May 2024

**Signature (of Chief Finance Officer):**



**Legal Implications:**

- As detailed within the report the Council is required to comply with the Local Government Act 1986 (as amended in 1988).
- In the absence of decisions made by Council and Cabinet during the Pre Election Period, the Chief Executive may be required to exercise his urgent decision making powers in accordance with the Constitution however this will only occur following consultation with the Monitoring Officer and the s151 Officer
- As stated within the Constitution, the Chief Executive and Head of Paid Service is the nominated Proper Officer for the purposes of Notices of Meetings for BCP Council

**Sign-off by Monitoring Officer****Name: Janie Berry****Date: 23 May 2024****Signature (of Monitoring Officer):****Risk Assessment:**

- Decisions due to taken at the cancelled meetings as listed above will be taken to the next available meeting and any urgent decisions will be dealt with in accordance with the constitutional requirements.
- The risk of not cancelling the above meetings during the pre election period could result in non compliance with the guidance from the Electoral Commission and potential challenge.

**Impact Assessments:**

- There are no equality issues identified in the cancelling of meetings during the pre election period.

**Information for publication / not for publication**

- It is in the public's interest for this decision to be published.

**Background Papers**

None

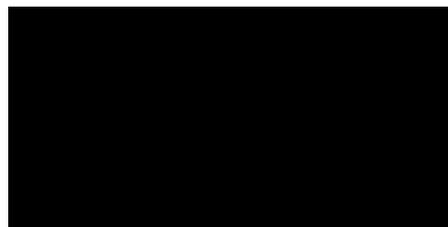
Any declaration of interest by the Officer responsible for the decision	Nature of Interest
No	

**Note:** No Officer having an personal financial interest in any matter should take a decision on that matter. Other interests of a non-disqualifying matter should be recorded here.

Any conflict of interest declared by a Cabinet Member who is consulted by the Officer taking the decision	Name of Cabinet Member	Nature of interest	Details of any dispensation granted by the Monitoring Officer
No			

**Decision taken by: (print name and designation) Janie Berry, Director of Law and Governance and Monitoring Officer**

**Signature:**



**Date of Decision: 28 May 2024**

**Date Decision Effective: 4 June 2024**

**Date of Publication of record of Major Operational decision: As shown on web site**

**Note: A record of this decision should be kept by the Service Area within which the decision falls.**