

**PROCEDURES COMMITTEE – DECISION NOTICE**

5 July 2022

Present:-

Councillors F Biederman, J Hart, J Hodgson, S Hughes, C Leaver, D Barnes, C Whitton, J Brazil and I Hall (Chair)

\* **1**      **Minutes**

**RESOLVED** that the minutes of the meeting held on 8 February 2022 be signed as a correct record.

\* **3**      **Statutory Guidance on the Making and Disclosure of Special Severance Payments**

**RESOLVED**

(a) that the contents of the Statutory guidance on the making and disclosure of Special Severance Payments be noted;

(b) that the Council be recommended to amend the terms of reference for the Appointments, Remuneration and Chief Officer Conduct Committee to incorporate its consideration of Special Severance payments of over £100,000 and make appropriate recommendation to the Full Council, in line with the Localism Act 2011;

(c) that a new delegation be authorised to the Chief Executive for Special Severance Payments of £20,000 and above, but below £100,000, to include Leader approval (and others involved in payment sign off) as well as the Director of Finance and Public Value;

(d) that a further delegation to the Director of Legal and Democratic Services and Chief Finance Officer (Director of Finance and Public Value) be agreed, to determine Special Severance payments below £20,000; and

(e) that when the proposed payment is to the Head of Paid Service, ensure it is approved by a panel (Appointments, Remuneration and Chief Officer Conduct Committee) and the two independent persons and the appropriate amendments be reflected in the terms of reference for the Committee.

\* **4**      **Proposed Amendment to Standing Orders (Postponing Meetings)**

**RESOLVED** that Council be recommended to amend Standing Orders to incorporate the following provision;

*If the Chair considers that severe weather conditions or some other unforeseen circumstance warrant it, they may postpone for a period of not more than 14 days the date fixed for a meeting of the Authority or Committee.*

\* **5**      **Casual Vacancy - Declarations**

**RESOLVED** that the scheme of delegation be amended to give power to the Proper Officer so that vacancies in office (as outlined in section 86 of the Local Government Act 1972) can be declared in the timely manner as anticipated by the legislation.