

ANNUAL MEETING OF HARLOW COUNCIL
7.30 pm on Thursday 21 May 2020
via Zoom - Online

This meeting is a virtual meeting which is being hosted on Zoom. Councillors and registered public participants will be sent access details nearer the date of the meeting.

Members of the public who wish to watch the meeting can do so via a livestream which will appear on the Council's YouTube page
<https://www.youtube.com/user/HarlowCouncil>

AGENDA

1. Apologies for Absence

2. Declarations of Interest

Councillors' declarations of interest (if any) in relation to any items on the agenda.

3. Reports from Officers

a) Virtual Committee Procedure Rules (Pages 4 - 11)

To formally ratify the decision of the Chief Executive to adopt the Virtual Committee Procedure Rules (attached as Appendix A to the report) with immediate effect until 7 May 2021 and that they be inserted into Part 4 of the Constitution.

4. Minutes (Pages 12 - 26)

To agree the minutes of the meeting held on 30 January and 27 February 2020.

5. Communications from the Chair

6. Election of the Chair of the Council and Declaration of Acceptance of Office

The Chair will call for nominations for the appointment of Chair of the Council for 2020/21 (if there is more than one nomination, there will be a vote in the usual way).

The Chair will declare the successful nominee to be elected.

The Chief Executive will call on the elected Chair of the Council to sign a declaration of acceptance of office.

The newly elected Chair of the Council will give an acceptance speech.

7. Appointment of the Vice Chair of the Council and Declaration of Acceptance of Office

The Chair will call for nominations for the appointment of Vice Chair of the Council for 2020/21 (if there is more than one nomination, there will be a vote in the usual way).

The Chair will declare the successful nominee to be elected.

The Chief Executive will call on the elected Chair of the Council to sign a declaration of acceptance of office.

The newly appointed Vice Chair of the Council will give an acceptance speech.

8. Appointment to the Cabinet

The Chair will call for the Leader to announce his/her Deputy Leader and appointments to the Cabinet.

9. Appointment to Committees, Sub Committees and Panels of the Council and their Chair and Vice Chair (to follow)

The Chair will call for nominations to the membership of Committees, Sub Committees and Panels of the Council and their Chairs and Vice Chairs.

10. Appointment of Member Champions (to follow)

The Chair will call for nominations for appointments of Member Champions.

11. Nominations for Appointment of Council Representatives on Outside Bodies (to follow)

The Chair will call for nominations for appointment of Council representatives on the outside bodies as listed.

12. References from Cabinet and Committees

- a) Referral from Audit and Standards Committee - Amendments to Code of Conduct (Pages 27 - 41)

Audit and Standards Committee recommended to Full Council that the revised Code of Conduct (attached as Appendix A to the report) be adopted, subject to the amendment of paragraph 14.1 of the Code to set a limit of £25 or totalling £50 over a year from a single source.

b) Referral from Licensing Committee - Updated Licensing Committee Terms of Reference (Pages 42 - 47)

Licensing Committee recommended to Full Council that the revised Licensing Committee, Licensing Sub Committee and Regulatory Sub Committee Terms of Reference (attached as Appendix A to the report) are adopted.

13. Calendar of Meetings 2020/21 (Page 48)

To approve the calendar of meetings for 2020/21 municipal year.

14. Matters of Urgent Business

Such other business which, in the opinion of the Chair, should be received as a matter of urgency by reason of special circumstances to be specified in the minutes.