

REPORT TO:	COUNCIL 5 JULY 2021
SUBJECT:	ANNUAL REPORTS
LEAD OFFICER:	STEPHEN ROWAN, HEAD OF DEMOCRATIC SERVICES AND SCRUTINY
WARDS:	ALL
CORPORATE PRIORITY/POLICY CONTEXT:	
This report is prepared in keeping with paragraphs 3.42 – 3.49 of the Council Procedure Rules at Part 4A of the Constitution.	

1. RECOMMENDATIONS

- 1.1 The Council is asked to receive and consider the Annual Reports presented at the meeting as listed in paragraph four of the report.

2. EXECUTIVE SUMMARY

- 2.1 In accordance with Part 4A of the Council's Constitution, Council can receive Annual Reports from Committees. The Constitution also prescribes how these Annual Reports are treated by Council.

3. PROCEDURE FOR ANNUAL REPORTS

Scrutiny Annual Report

- 3.1 In accordance with para 3.43 of Part 4A of the Council's Constitution, the overall time, which may be devoted to questioning the Annual Report of the Scrutiny and Overview Committee, shall be not more than 20 minutes. The Chair of the Committee (or in the absence of the Chair, the Deputy Chair) and the Chairs of each Sub-Committee shall introduce and answer questions on the Report. The Chair of the Committee shall have not more than 3 minutes' speaking time and the Chairs of each Sub-Committee shall each have not more than 3 minutes' speaking time to introduce the report.
- 3.2 For the remaining time available, the report will be open to questions.
- 3.3 Any Member, except the Secunder of the Report, may ask the Chair, Deputy or Vice Chair, as appropriate, not more than two questions on each paragraph of the Report.

General Purposes and Audit Committee Annual Report

- 3.4 In accordance with para 3.47 of Part 4A of the Council's Constitution, the overall time which may be devoted to question the General Purposes and Audit Committee Annual Report shall be not more than 10 minutes. The

Chair of the Committee (or in absence of the Chair, the Vice-Chair) shall introduce and answer questions on the report. The Chair of the Committee shall not have more than 3 minutes speaking time to introduce the report.

- 3.5 For the remaining time available, the report will be open to questions.
- 3.6 Any Member, except the Secunder of the Report, may ask the Chair or Vice- Chair, as appropriate, not more than two questions on each paragraph of the report.

4. ANNUAL REPORTS TO BE PRESENTED TO COUNCIL AT THIS MEETING

- 4.1 Scrutiny & Overview Committee 2020-2021; and
- 4.2 General Purposes & Audit Committee 2020-2021.

CONTACT OFFICER:

Cliona May
Senior Democratic Services and Governance
Officer – Council & Regulatory

APPENDIX 1:

Scrutiny & Overview Committee 2020-2021

APPENDIX 2:

General Purposes & Audit Committee 2020-2021

BACKGROUND DOCUMENTS:

None