

## Emergency arrangements resulting from the COVID-19 Coronavirus Pandemic: **Audit Committee**

On 22 April 2020 Cabinet, in consultation with opposition leaders, noted the adoption of temporary emergency measures for executive and certain non-executive decisions to be delegated to officers following the declaration of a major incident in Wyre.

### **5.2.3 of the report agreed the measures below for the Audit Committee:**

*“That authority be delegated to the s.151 Officer, or Head of Governance, in consultation with the Chairman of the Committee or with the Vice Chairman if the Chairman is unavailable, to take decisions or make approvals as required.”*

### **What this means in practical terms:**

The Audit Committee process will continue to be coordinated by the Democratic Services Officer, in collaboration with the s.151 Officer and Head of Governance.

All the usual processes before a committee meeting will be followed and reports will still be written and shared with the whole committee (and made available publically via modern.gov). Any comments or questions on the reports should be submitted to the Chair, Vice Chair, Head of Governance and s.151 Officer in advance of the agreed deadline, which for the avoidance of doubt will be noon on the Monday before the set meeting date.

The previously agreed deadlines for the submission and publication of reports and agendas will still stand. Report authors may change to allow independence in decision making and there may be some alterations to when reports would normally be published reflecting the new deadlines for the accounts etc. In other words, the accounts may normally go to the July meeting but may now go to the November meeting instead. Decisions will be taken in accordance with the published agenda timescales.

Where the emergency powers have created the most change is the way in which the decisions will be made and who will be formally included.

Following the circulation of the reports and allowing for questions and comments to be submitted, the Chair (or Vice-Chair if unavailable), Head of Governance and s.151 Officer will meet to consider the reports and any decisions will be made by the s.151 Officer or Head of Governance in consultation with the Chair. To allow for complete independence, should the s.151 Officer or the Head of Governance be the report authors, they will not make any decisions and so this may see a change in decision maker to allow for this.

If the agenda requires no decisions and no submissions have been received from members of the committee then this may be done electronically. In all other circumstances a virtual meeting will take place, limited to those parties. Appropriate records of all decisions and considerations will be maintained and published.

If you have any questions on the process for how items will be decided by the committee please email Emma ([emma.keany@wyre.gov.uk](mailto:emma.keany@wyre.gov.uk)).

Emma Keany

Democratic Services Officer

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