

## **PROTOCOL FOR SIMULTANEOUS FULL COUNCIL MEETINGS FOR SUFFOLK COASTAL DISTRICT COUNCIL AND WAVENEY DISTRICT COUNCIL (REP1875)**

### **Background**

Simultaneous meetings are not the same as joint meetings of the two authorities.

The basis for holding Simultaneous Full Council meetings for Suffolk Coastal District Council and Waveney District Council are:

- Two meetings in one room
- Two local authorities
- One agenda
- One debate
- One shared minute
- One common purpose

The two local authorities will be considering the same reports and undertaking a common debate but can each reach separate / different decisions.

### **Purpose**

Simultaneous meetings of the respective Full Councils will primarily be held to consider reports that are pertinent to both authorities and / or which concern matters for progressing proposals for the new East Suffolk Council.

### **Chairmanship**

Simultaneous Full Council meetings will be chaired jointly by the respective Chairmen of both authorities.

For each individual local authority, for the purposes of agreeing recommendations and taking decisions, Suffolk Coastal District Council's Full Council will be chaired by the Chairman of its Council and likewise the Chairman of Waveney District Council will chair in respect of Waveney's decision making.

### **Location of Meetings**

The venue for Simultaneous Full Council meetings will be mutually agreed between both local authorities. Meetings will, generally, commence at 6.30 pm.

### **Governance Arrangements**

The requirements of the Local Government Act 1972 and the Access to Information Act 2000 and other associated legislation will be adhered to in relation to the publication of the Agenda / reports and production of Minutes.

The Constitutional requirements for each respective authority will apply.

There will be one Agenda and one set of minutes which will then be referred separately to each authority's Full Council meeting for approval as a correct record.

Each Full Council will vote separately.

Quorum – The current rules will apply with regard to a quorum for each authority – i.e. for Suffolk Coastal District Council the quorum is three quarters of the Council, whilst for Waveney District Council the quorum is one quarter of the whole number of Members.