

**REPORT OF ADMINISTRATION & DEMOCRATIC SERVICES MANAGER AND  
DEPUTY MONITORING OFFICER**

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**SUBJECT: PROPOSED TEMPORARY AMENDMENT TO STANDING ORDER 5:  
APPOINTMENT OF CHAIR AND DEPUTY CHAIR**

Purpose of Report

To agree a temporary change to the procedure for the election of Chair and Deputy Chair of the Authority and/or its Committees for the period during which The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 (“the Regulations”) apply.

Introduction

Due to the current COVID-19 pandemic Welsh Ministers, following the passing of legislation by the UK Government, have introduced the aforementioned Regulations, which provide the framework within which the Pembrokeshire Coast National Park Authority can convene virtual meetings of the Authority and its Committees using video and/or telephone conferencing software.

While the Regulations allow all local authorities to defer the convening of their Annual General Meetings (AGM) for the duration of the Regulations, the Chief Executive and Chair of the Authority are keen to continue with the scheduled calendar of meetings. As such, the AGM will have been held prior to this meeting taking place and the Chair and Deputy Chair of the Authority duly elected in line with the Authority’s Standing Orders.

Current procedure

Standing Order 5.1(c) states that, “...if more than one nomination is received the election of the Chair shall proceed by secret ballot by removing the nominee with the lowest number of votes until one of the nominees has received an absolute majority of the votes cast.” This is also the procedure for the election of Deputy Chair.

Under ‘normal’ conditions, when all Members would have been present in the same room, ballot papers would be distributed, collected and counted. However, under the current circumstances, this procedure will not be possible. It is, therefore, recommended that a Standing Order 5.1(d) be added to the effect that:

- “(d) To accommodate remote attendance at meetings pursuant to The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020, a secret ballot will be carried out as follows:
- (i) Members will be invited to vote for one candidate only. Candidates shall be entitled to vote for themselves.

- (ii) The meeting shall be adjourned for a period of time to allow each Member attending by remote access to email, telephone or text his/her vote to the Administration & Democratic Services Manager at her National Park Authority email address and/or telephone number. Should a Member/Members be attending the meeting at the Authority's offices, they shall be afforded the additional option of voting by ballot paper.
- (iii) The Administration & Democratic Services Manager shall count the votes received and follow the usual voting procedure, i.e. removing the candidate with the lowest number of votes and continuing – if necessary – with subsequent ballots carried out under the procedure set out in (ii) above until one of the candidates has received an absolute majority of the votes cast.

**RECOMMENDATION:**

**That, while The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 remain in force, Members agree to temporarily amend Standing Order 5 in relation to the procedure for the election of Chairs and Deputy Chairs to the National Park Authority and its Committees as set out in this report.**

Background Documents

The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020

The Authority's Standing Orders

*(For further information, please contact Janet Evans, Administration & Democratic Services Manager and Deputy Monitoring Officer)*

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