

<b>Council Meeting</b>	
<b>Meeting Date</b>	24 February 2021
<b>Report Title</b>	Timetable of Meetings
<b>Cabinet Member</b>	Cllr Roger Truelove, Leader and Cabinet Member for Finance
<b>SMT Lead</b>	David Clifford, Head of Policy, Communications and Customer Services
<b>Head of Service</b>	David Clifford, Head of Policy, Communications and Customer Services
<b>Lead Officer</b>	Jo Millard, Senior Democratic Services Officer
<b>Key Decision</b>	No
<b>Classification</b>	<b>Open</b>
<b>Recommendations</b>	1. That Council agrees the programme of meetings set out in Appendix I to this report.

## **1 Purpose of Report and Executive Summary**

- 1.1 Each year to allow for future programming, the timetable is submitted to Council in February for Members to agree, and then it is presented to Annual Council for noting.

## **2 Background**

- 2.1 The Constitution requires the Council to approve a programme of meetings for the forthcoming municipal year.
- 2.2 Appendix I sets out a suggested programme of meetings (including footnotes). This is largely based on the previous year's programme, with Council and Cabinet meetings scheduled to be more spread out throughout the year in order that deadlines for decision-making can be met.
- 2.3 The timetable also takes into account of the need to ensure that important financial decisions such as the budget are taken in a timely manner, that meetings of the planning committee are scheduled to allow timeliness targets to be achieved, and that dates are allocated for possible Cabinet Advisory Committee meetings (to replace the Policy and Development Review Committee), even though the establishment of these committees has not yet been formally agreed.
- 2.4 The timetable tries to ensure that as far as possible extraordinary meetings of committees will not be necessary, as these can be difficult to arrange and can have unplanned-for resource implications.

### **3 Proposal**

- 3.1 That Members agree the proposed programme of meetings for the ensuing municipal year.

### **4 Alternative Options**

- 4.1 The Council could suggest changes to the timetable of meetings, but the timetable has been carefully planned to ensure key deadlines for decision-making can be met. Any changes to the Committee structure would lead to amendments to the timetable of meetings.

### **5 Consultation Undertaken or Proposed**

- 5.1 The draft timetable has previously been circulated to the Group Leaders, the Scrutiny Chairman, the Policy Development and Review Committee Chairman, and the Strategic Management Team.

### **6 Implications**

<b>Issue</b>	<b>Implications</b>
Corporate Plan	Agreeing a timetable of meetings in advance of the year ahead supports the delivery of all the Council's corporate plan priorities.
Financial, Resource and Property	The cost of servicing the Council's committees will be met within existing budgets. The establishment of any additional Committee dates would have financial and human resource implications.
Legal, Statutory and Procurement	None identified at this stage.
Crime and Disorder	None identified at this stage.
Environment and Climate/Ecological Emergency	None identified at this stage.
Health and Wellbeing	None identified at this stage.
Safeguarding of Children, Young People and Vulnerable Adults	None identified at this stage.
Risk Management and Health and Safety	None identified at this stage.

Equality and Diversity	None identified at this stage.
Privacy and Data Protection	None identified at this stage.

## **7 Appendices**

7.1 The following documents are to be published with this report and form part of the report:

- Appendix I: Timetable of Meetings.

## **8 Background Papers**

None.