

<b>Annual Council Meeting</b>	
<b>Meeting Date</b>	26 May 2021
<b>Report Title</b>	Timetable of Meetings
<b>Cabinet Member</b>	Cllr Roger Truelove -Council Leader
<b>SMT Lead</b>	David Clifford - Head of Policy, Communications and Customer Services
<b>Head of Service</b>	
<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 notes the programme of meetings set out in Appendix I to this report.

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

- 1.1 Each year the timetable of meetings is submitted to Annual Council to note the programme for the next municipal year. To allow for future programming, the timetable is submitted to Council in February for adoption and then 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 programme of meetings (including foot notes).
- 2.3 The timetable takes account of the need to ensure that important financial decisions such as the budget are taken in a timely manner and that meetings of the planning committee are scheduled to allow timeliness targets to be achieved. The timetable also sets dates for Cabinet Advisory Committee meetings, the establishment of which is the subject of a separate report.
- 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.
- 2.5 Since the end of March 2020 with the Covid-19 pandemic, the Council needed to adopt a different approach to how Council meetings were conducted. After the introduction of the Coronavirus Regulations allowing remote meetings to take place, the first Skype meeting (Cabinet) was held on 22 April 2020 and remote meetings continued until the expiration of the Regulations on 6 May 2021.

- 2.6 Since the expiry of the regulations and government decision not to take action to enable remote meetings to continue, it is now necessary to hold physical meetings to make lawful decisions. In order to respect public health guidance, there may be some changes to the way meetings are held, such as a change in venue or remote interaction by officers or non-committee members. Consequently, the timetable of meetings agreed at Full Council on 24 February 2021 may be subject to change.
- 2.7 Following the Council meeting in February 2021, it was noted that a Member Training/Briefing session on 7 April 2022 clashed with Planning Committee, and so the Member Training/Briefing date has been changed to 14 April 2022.

### **3 Proposals**

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

### **4 Alternative Options**

- 4.1 The Council could suggest changes to the timetable of meetings, but the timetable proposed 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 Committee Chairman, the Policy Development and Review Committee Chairman, and the Strategic Management Team.

### **6 Implications**

<b>Issue</b>	<b>Implications</b>
Corporate Plan	The recommendations in this report contribute to the council priority to renew local democracy and make the council fit for the future.
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.