

**Committee Name and Date of Committee Meeting**

Council – 22 July 2020

**Report Title**

Amendment to the Calendar of Meetings for the 2020-21 Municipal Year

**Is this a Key Decision and has it been included on the Forward Plan?**

No

**Strategic Director Approving Submission of the Report**

Sharon Kemp, Chief Executive

**Report Author(s)**

James McLaughlin, Head of Democratic Services  
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**Ward(s) Affected**

Borough-Wide

**Report Summary**

In March 2020 the Government postponed the local elections that were scheduled to be held on 7 May 2020 because of the restrictions introduced in response to the Covid-19 pandemic. With the local elections proposed to be held on Thursday 6 May 2021, this will necessitate some changes to the previously agreed calendar of meetings and this report seeks approval to adopt the revised Calendar of Meetings set out at Appendix 1.

**Recommendations**

1. That the Calendar of Meetings for the 2020-21 municipal year be amended to remove all meetings other than Planning Board and Licensing Board Sub-Committees from 30 March until the date of the Annual Meeting (Business Meeting)
2. That the Annual Meeting (Civic and Ceremonial) 2021 be held on Friday 21 May 2021.
3. That the Annual Meeting (Business Meeting) 2021 be held on Wednesday 26 May 2021.

**List of Appendices Included**

Appendix 1 Revised Calendar of Council and Committee Meetings for 2020-21

**Background Papers**

Report to Council – 26 February 2020 – Calendar of Council and Committee Meetings for the 2020-21 Municipal Year

Minute 315 – Council Meeting – 26 February 2020

**Consideration by any other Council Committee, Scrutiny or Advisory Panel**

No

**Council Approval Required**

Yes

**Exempt from the Press and Public**

No

## **Amendment to the Calendar of Meetings for the 2020-21 Municipal Year**

### **1. Background**

- 1.1 The Council agreed the calendar of Council and Committee Meetings for the 2020-21 municipal year at its meeting on 26 February 2020. The calendar that was approved had been prepared on the basis of elections being held in May 2020. The restrictions introduced by the Government in response to the Covid-19 pandemic meant that the scheduled local elections did not happen and were postponed for twelve months.

### **2. Key Issues**

- 2.1 The postponement of the election until May 2021 means that the Council will enter the pre-election period, also known as purdah, at the end of March 2021. In recent years the Council has avoided holding meetings during the pre-election period other than where business must be transacted, which would apply to the Planning Board, Licensing Board Sub-Committee and Licensing Sub-Committee. It is recommended that this approach is adopted and the calendar of meetings for 2020-21 be amended accordingly. Similarly, it is proposed that only meetings of those same committees, boards and panels be held in the aftermath of the election before the Annual Meeting. If the political balance of the authority significantly changes after the election so as to prevent decisions being made on a politically balanced basis, the Monitoring Officer will determine whether meetings can proceed lawfully.
- 2.2 In addition to this, it is proposed that the dates of both parts of the Annual Meeting be pushed back by one week in order for the political groups to have the opportunity to complete their internal nomination processes for positions and committee memberships after the election. It is proposed that the Civic and Ceremonial part of the Annual Meeting be held on Friday 21 May 2021, with the Business Meeting taking place the following Wednesday, 26 May 2021.

### **3. Timetable and Accountability for Implementing this Decision**

- 3.1 The determination of significant changes to the Calendar of Council and Committee Meetings for the ensuing municipal year is a matter for the Council.
- 3.2 The Head of Democratic Services will be responsible for the implementation of the calendar of meetings and provision of electronic notifications to Members and the public through the Council's website.

### **4. Financial and Procurement Advice and Implications**

- 4.1 There are no direct financial or procurement implications associated with this report.

### **5. Legal Advice and Implications**

- 5.1 There are no direct legal implications associated with this report.

## **6. Human Resources Advice and Implications**

6.1 There are no direct human resources implications associated with this report.

## **7. Implications for Children and Young People and Vulnerable Adults**

7.1 There are no direct implications for children and young people and vulnerable adults associated with this report

## **8. Equalities and Human Rights Advice and Implications**

8.1 There are no direct equalities or human rights implications associated with this report.

## **9. Implications for Partners**

9.1 There are no direct implications for partners arising from this report.

## **10. Risks and Mitigation**

10.1 There are no risks directly associated with this report.

## **11. Accountable Officer(s)**

James McLaughlin, Head of Democratic Services (until August 2020)  
Craig Tyler, Head of Democratic Services (from August 2020)

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