

Committee Name and Date of Committee Meeting

Council – 03 March 2021

Report Title

Calendar of Meetings for the 2021-22 Municipal Year

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

No

Strategic Director Approving Submission of the Report

Jo Brown, Assistant Chief Executive

Report Author(s)

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Ward(s) Affected

Borough-Wide

Report Summary

The Council amended the Procedure Rules in the Constitution in September 2017 to require the Calendar of Meetings to be presented for approval at the Budget Council meeting. This report is submitted in accordance with that requirement.

Recommendations

That the Council approve the Calendar of Meetings for the 2021-22 municipal year.

List of Appendices Included

Appendix 1 Draft Calendar of Meetings 2021-22

Background Papers

None.

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No.

Council Approval Required

Yes

Exempt from the Press and Public

No

Calendar of Meetings for the 2021-22 Municipal Year

1. Background

- 1.1 The procedure rules within the Council's constitution requires that the Calendar of Meetings be presented at the Budget Council meeting and specifies the type and number of Council meetings to be held within the municipal year.
- 1.2 It is good practice to set meeting dates in advance for the forthcoming year.
- 1.3 This enables the Council to have robust governance arrangements in place to facilitate informed decision-making.
- 1.4 It also ensures that standard items can be presented to the various Committee, Boards and Panels at the most appropriate times during the year.

2. Key Issues

- 2.1 The Council's Procedure Rules in the Constitution require that the Calendar of Meetings be presented for approval at the Budget Council meeting. This report is submitted in accordance with that requirement.
- 2.2 The Council's Constitution states that there should be an Annual meeting, a Budget Council meeting, and a minimum of six ordinary Council meetings per year. The proposed schedule of meetings meets that requirement.

3. Options considered and recommended proposal

- 3.1 No alternative options were considered because it is best practice that the Council sets its meeting dates in advance.
- 3.2 It is recommended that the Council approve the Calendar of Meetings for the 2021-22 municipal year.

4. Consultation on proposal

- 4.1 When setting the draft meeting dates Democratic Services have been mindful to take account of the meeting dates of some of the Council's partner organisations to avoid conflicts where possible.

5. Timetable and Accountability for Implementing this Decision

- 5.1 The determination of the Calendar of Council and Committee meetings for the ensuing municipal year is a matter for the Council.
- 5.2 The Democratic Services Manager supported by the Governance manager will be responsible for the implementation of the meetings calendar for 2021-22.

6. Financial and Procurement Advice and Implications

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

7. Legal Advice and Implications

7.1 There are no direct legal implications associated with this report.

8. Human Resources Advice and Implications

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

9. Implications for Children and Young People and Vulnerable Adults

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

10. Equalities and Human Rights Advice and Implications

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

11. Implications for Partners

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

12. Risks and Mitigation

12.1 There are no risks directly associated with this report.

13. Accountable Officer(s)

Barbel Gale, Governance Manager, Democratic Services
Craig Tyler, Head of Democratic Services

Approvals obtained on behalf of: -

	Named Officer	Date
Chief Executive		Click here to enter a date.
Strategic Director of Finance & Customer Services (S.151 Officer)	Named officer	Click here to enter a date.
Assistant Director of Legal Services (Monitoring Officer)	Named officer	Click here to enter a date.
Assistance Chief Executive	Jo Brown	11/02/21

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