

Committee Name and Date of Committee Meeting

Council – 02 March 2022

Report Title

Calendar of Meetings for the 2022-23 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 Council approve the Calendar of Meetings for the 2022-23 municipal year.

List of Appendices Included

Appendix 1 Calendar of Meetings 2022-23

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 2022-23 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 approach 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 2022-23 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.
- 4.2 Consultation has also taken place with officers to ensure that where needed, meeting dates coincide with the Council's statutory reporting requirements.

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 Head of Democratic Services supported by the Governance Manager will be responsible for the implementation of the meetings calendar for 2022-23.

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 CO₂ Emissions and Climate Change

- 11.1 There are no direct implications for CO₂ Emissions and Climate Change associated with this report.

12. Implications for Partners

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

13. Risks and Mitigation

- 13.1 There are no risks directly associated with this report.

Accountable Officer(s)

Emma Hill, Head of Democratic Services
Barbel Gale, Governance Manager

Approvals obtained on behalf of:

	Named Officer	Date
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Chief Executive	Sharon Kemp	21/02/22
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	21/02/22
Assistant Director of Legal Services (Monitoring Officer)	Phillip Horsfield	21/02/22
Assistant Director of Human Resources (if appropriate)	n/a	Click here to enter a date.
Head of Human Resources (if appropriate)	n/a	Click here to enter a date.

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