

Annual Council Meeting

Meeting Date	15 July 2020
Report Title	Timetable of Meetings
Cabinet Member	Cllr Roger Truelove -Council Leader
SMT Lead	David Clifford -Head of Policy, Communications and Customer Services
Head of Service	
Lead Officer	Jo Millard, Senior Democratic Services Officer
Key Decision	No
Classification	Open
Forward Plan	Reference number: n/a

Recommendations	1. That Council agrees the programme of meetings set out in Appendix I to this report.
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1 Purpose of Report and Executive Summary

- 1.1 Each year the timetable of meetings is submitted to Annual Council to agree 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 suggested programme of meetings (including foot notes). 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 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 area committee meetings, 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.
- 2.5 Since the end of March 2020 with the Covid-19 pandemic, the Council has needed to adopt a different approach on how Council meetings are conducted. After the introduction of the Coronavirus Regulations allowing remote meetings to take place, the first Skype meeting held was Cabinet, on 22 April 2020, and whilst some meetings were initially cancelled under the lockdown restrictions, a decision was taken to continue to hold those meetings where decisions needed to be

made within a defined time frame. These included Cabinet, Local Plan Panel, Planning Committee and Council. Consequently, the timetable of meetings agreed at Council on 26 February 2020 is now subject to change. Where meetings that were cancelled (indicated on the revised timetable of meetings at Appendix I), these might need to be re-scheduled, and this could put pressure on the timetable further into the year.

3 Proposal

- 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

- 1.2 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

Issue	Implications
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 Sustainability	None identified at this stage.
Health and Wellbeing	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	None identified at this stage

7 Appendices

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.