

## ***Report to the Cabinet***

**Report reference:** C-023-2019/20  
**Date of meeting:** 6 January 2020



**Portfolio:** Customer Services – Cllr S Kane  
**Subject:** Calendar of Council Meetings 2020/21  
**Responsible Officer:** R. Perrin (01992 564243).  
**Democratic Services:** A Hendry (01992 564246).

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### **Recommendations/Decisions Required:**

**That, as attached at Appendix 1, the draft Calendar of Council Meetings for 2020/21 be recommended to the Council for adoption.**

### **Executive Summary:**

The Cabinet considers the calendar of meetings each year prior to its final approval by the Council. The calendar is developed over time to meet the changing needs of the authority. In particular, this year consideration has been given to the change in methods of service delivery and digital devices.

### **Reasons for Proposed Decision:**

To review the proposed Calendar of Meetings for 2020/21, prior to its final adoption by the Council.

### **Other Options for Action:**

The individual frequencies of meetings could be varied. In practice, additional meetings are added as and when issues dictate. Similarly, meetings can be cancelled if there is a lack of business.

### **Report:**

1. Each year Democratic Services submit a draft Calendar of Council meetings to the Cabinet for deliberation prior to its approval by the Council.
2. Consideration has been given to how the committees operate and relate to each other to enable business to be referred through the relevant Select Committees, Overview and Scrutiny Committee, Cabinet and Council. This enables members to scrutinize and contribute to decisions as they are considered through the committee cycle.
3. The Committees will be held on various day between Monday to Thursday except for Planning Sub-Committees and District Development Management Committee meetings which continue to remain on Wednesdays on a 4-week cycle.
4. Friday evenings have continued to be kept free of meetings, and any encroachment

into August has been kept to a bare minimum due to holidays. However, the Regulatory Committees have always continued to meet throughout August in the past and this practice has been continued.

5. Historically, a courier service delivered member post and agenda's on Tuesday and Friday's each week, which required the publication of agenda's to be on Monday and Thursdays. The service now has reduced in capacity and members will now receive agenda's through first class post, which is an accepted practice. In addition to this, the reprographic department has closed and there is a drive for members to accept their agenda's electronically, therefore reducing the requirement of the courier service and paper agenda's in the future.

#### The Executive

6. Currently, the Cabinet is scheduled to meet 8 times throughout 2020/21.

7. The Cabinet Sub-Committees vary from three to five meetings throughout the year. It had been requested that the Council House Building Cabinet Committee be reintroduced into the calendar and that the Local Plan Cabinet Committee reduces to three times a year. The Finance Performance will meet five times throughout the year in line with the budget setting process and other financial matters.

#### Overview & Scrutiny

8. The Overview & Scrutiny Committee is scheduled to meet 6 times throughout 2020/21, with the first of these meetings to confirm the membership and Chairmen of each Select Committee.

9. Following the conclusion of the Overview and Scrutiny Select Committee Framework Task and Finish Panel in 2018, the Select Committee were reduced to three and have been scheduled for four times a year.

10. The Stronger Council Select Committee has been scheduled to allow for the quarterly reporting information from the Corporate Action Plan Performance Report to be collated and included in the main agenda and is the last Select Committee in the cycle. This will require the Chairman of the Committee to give a verbal update to the Overview and Scrutiny Committee.

#### Planning

7. In 2011/12 the frequency of the Area Planning Sub-Committees changed from a three-weekly cycle to a four-weekly cycle and this arrangement has again been retained for 2019/20.

8. The week of the Annual Council meeting has again been kept free of Planning meetings to enable newly elected members training to take place. However, Planning meetings have been arranged for the other weeks in May between the Election and the Annual Council meeting, to prevent any detrimental impact upon the Planning Performance.

#### Licensing

9. The Licensing Sub-Committee meetings have remained on a Tuesday morning, and no evening meetings for the Licensing function have been scheduled. Any Premises Review would only be held in the evening, if the Chairman of the Licensing Committee felt that it would be in the public interest to do so. At times, additional meetings of the Sub-Committee

are arranged to hear cases concerning Premises (Alcohol) Licences, but these are scheduled as and when required. All members of the Licensing Committee continue to meet twice a year to consider policy and procedural matters.

#### Miscellaneous Committees

10. Both the Youth Council and the Local Highways Panel have not been included in this schedule as it is felt that they are meetings that sit outside the Council. The Youth Council have their own programme, and although the Local Highways Panel involves both the County and District Councils they are not organised by the District Council.

11. The Appointments Panel has been scheduled following the Local Elections on 7 May 2019 for 14 May 2020, prior to the Annual Council on 21 May. Two corresponding meetings have also been scheduled for 13 May and 18 May 2019, following the election being held 6 May 2021.

12. The Summer meeting of the Audit & Governance Committee has been pushed back from the last week of June to July. This is to enable the Committee to examine the Statutory Statement of Accounts and report back to the Council meeting scheduled for later that week.

13. The Local Councils Liaison will meet twice a year and the Constitution Working Group has been scheduled for three times throughout the year. The Council had agreed that meetings of the Standards Committee would only be convened when there was business to be transacted therefore no meetings had been scheduled for the 2020/21 municipal year.

14. It has been proposed that a scheduling of one date per month predominantly for Member Briefings in relation to the development of a new Local Plan will be included to minimise the impact upon the Calendar when Member Briefings are required, and the Planning Policy team will be able to schedule these dates into their Project Plan.

#### Conclusion

15. The Cabinet is requested to consider the draft Calendar of Council meetings for 2020/21, as attached at Appendix 1, and whether any further changes are required. However, it should be noted that the current Calendar has been organised to allow business to be considered through the various committee cycles and any additional meetings should be given very careful consideration. Any changes requested by the Cabinet will be incorporated into the final version to be considered by the Council on 25 February 2020.

#### **Resource Implications:**

No identifiable savings as there are no significant changes planned for next year's Calendar.

#### **Legal and Governance Implications:**

None foreseen, as the proposed Calendar allows the Council to fulfil its obligations under the various Local Government Acts.

#### **Safer, Cleaner and Greener Implications:**

Any substantial increase in the number of Member meetings would hinder the Council in meeting its obligations under the Nottingham Declaration and successor agreements.

#### **Consultation Undertaken:**

No external consultation undertaken.

**Background Papers:**

None.

**Risk Management:**

**Equality Analysis:**

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is provided as an Appendix to this report.