

## ***Report to the Council***

**Committee:** Cabinet

**Date:** 25 February 2020

**Subject:** Calendar of Meetings 2020/21

**Portfolio Holder:** Councillor S Kane (Customer Services)

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### **Recommending:**

**The Cabinet recommend that Council adopt the Calendar of Meetings for 2020/21.**

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1. The Council considers the calendar of meetings each year for its final approval following deliberation by Cabinet. The calendar is developed over a period to meet the changing needs of the authority and changing methods of service delivery and digital devices.

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 relevant committee cycles.

3. The Committees will be held on various days 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's post and agendas 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 are now receive agenda's either electronically or as paper copies by the accepted practice, first class post. In addition to this, there is no longer an internal reprographic department to produce the paper copies of the agenda's as the Council wishes to drive forward the 'Digital Member', providing agenda's electronically which benefits the Council both financially and environmentally, therefore reducing the requirements of both services.

6. The Cabinet is scheduled to meet 8 times throughout 2020/21, and a special Cabinet meeting has been requested for 1 June 2020, in order to potentially award the contract for the Civic Office refurbishments.

7. The Cabinet Sub-Committees met between three and five times throughout 2019/20, and certain changes have been requested. At the last meeting of the Finance Performance Management Cabinet Committee (FPMCC) on 23 January 2020, members were advised that the Audit and Governance Committee had made

recommendations to follow best practice and become responsible for the Corporate Risk Register. Following further discussions with officers, the Leader determined that with the Stronger Council Select Committee considering the corporate performance reporting and financial papers and the Council's finances and budgets being directly considered by Cabinet, the FPMCC would no longer be required. Therefore, once the Audit & Governance Committee Terms of Reference are agreed, FPMCC will be removed from the calendar. Furthermore, it had been requested that the Council House Building Cabinet Committee should be reintroduced into the calendar and that the Local Plan Cabinet Committee reduces to three times a year.

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. 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.

10. 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.

11. 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. This will allow the Planning Policy team to schedule these dates into their Project Plan.

### Conclusion

12. The Council 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.