

## **Report to the Cabinet**

**Report reference:** C-069-2020/21  
**Date of meeting:** 11 March 2021



**Portfolio:** Customer & Corporate Support Services – Cllr. S Kane

**Subject:** Calendar of Council Meetings 2021/22

**Responsible Officer:** R Perrin (01992 56243).

**Democratic Services:** A Hendry (01992 564243).

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

**That, as attached at Appendix 1, the draft Calendar of Council Meetings for 2021/22 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 has been developed over time to meet the changing needs of the authority and again no fundamental changes have been proposed.

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

To review the proposed Calendar of Meetings for 2021/22, prior to its final adoption by the Council.

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

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. Democratic Services submit a draft Calendar of Council meetings each year to the Cabinet for consideration prior to its approval by the Council.
2. This year, the focus has been to ensure that the correct report lines are created to allow the relevant committees to become informed, to scrutinise and make valuable contribution to the the decisions of Council. Emphasis has been made in relation to the financial framework and the scrutiny of the Medium-Term Financial Plan which includes the Budget Strategy and Capital programmes. Democratic Services have consulted the various departments to ensure that their requirements for reporting have been considered.
3. 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.

### The Executive

3. The Cabinet is scheduled to meet 10 times throughout 2021/22 and the Cabinet Sub-Committees have been scheduled for four times a year.

### Overview & Scrutiny

4. The Overview and Scrutiny Committee is scheduled to meet 7 times throughout 2021/22, with the first of these meetings to confirm the membership and Chairmen of each Select Committee and a meeting scheduled on the 7 December for external scrutiny.

5. The Select Committees have again been scheduled to meet 4 times a year with the addition of two extra meetings for Stronger Council and one for Stronger Communities. The purpose of these meetings is to allow for timely Quarterly Performance reporting and for an entire meeting to be dedicated to the District Police Commander and related reports.

### Planning

6. The Area Planning Sub-Committees continue to meet on a four-weekly cycle with DDMC meetings meeting on an 8-weekly cycle. It has been proposed that the Wednesdays that were previously free are provisionally highlighted in this year's calendar as it was appreciated that once the Local Plan had been adopted there may be an increase in planning applications coming forward.

7. The week of the Annual Council meeting has again been kept free of Planning meetings and to enable further 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 Indicators.

### Licensing

8. Licensing Sub-Committee meetings have remained on the first Tuesday morning of each month and additional meetings have been provisionally set aside due to an increase of applications in 2020/21.

9. There have been no evening meetings for Licensing in 2020/21 and this continues although a Premises Review could be held in the evening if the Chairman of the Licensing Committee felt that it would be in the public interest to do so. 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 Calendar. The Youth Council have their own programme, and although the Local Highways Panel involves both the County and District Councillors, they are not organised by the District Council.

11. The Appointments Panel has been scheduled for Tuesday 18 May a week before the Annual Council and following the Local Elections on 6 May 2021.

12. The Local Councils Liaison Committee will again meet twice in the year.

13. There are also dedicated dates proposed for member briefings if required.

### Conclusion

14. The Cabinet is requested to consider the draft Calendar of Council meetings for 2021/22, as attached at Appendix 1, and advise whether any further changes are required. However, it should be noted that the current Calendar is extremely congested, and the organisation of 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 28 April 2021.

**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:**

Management Teams, Portfolio Holder, the Leader the Overview and Scrutiny Chairman and the Members Bulletin.

**Background Papers:**

None.

**Risk Management:**

That an insufficient number of meetings would be scheduled for a Committee to complete its business for the year; however, if this became apparent then additional meetings could be arranged as necessary.