

Report to: **Council**  
Date: **19 December 2019**  
Title: **Calendar of Meetings 2020/21**  
Portfolio Area: **Council – Cllr Pearce, Leader**

Wards Affected: **All**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken: **Immediately**

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**RECOMMENDATION:**

**That Council be RECOMMENDED that the Calendar of Meetings for 2020/21 (as presented at Appendix A) be approved.**

**1. Executive summary**

- 1.1 Each year, the Council is required to approve a calendar of meetings for the forthcoming year.

**2. Background**

- 2.1 The Constitution sets out requirements relating to the number and frequency of meetings of Council Bodies. In setting the calendar of meetings each year, the Council can ensure that these requirements are met. It also enables forward planning and avoids meeting clashes.

**3. Outcomes/outputs**

- 3.1 Set out at Appendix A is the draft calendar of meetings for 2020/21.
- 3.2 In drawing up the calendar of meetings, a number of parameters are set which include:
- 3.2.1 Constitutional requirements which, for some bodies, sets the number and frequency of meetings to be held annually

3.2.2 The wishes of Members that Thursdays are seen as Member days and therefore as many meetings as possible are arranged to take place on this day

3.2.3 The wishes of Members to avoid formal meetings during school holidays where possible

3.2.4 The wish of Members to ensure, where possible, there is a two week gap between Overview and Scrutiny Panel dates and Executive dates

#### **4. Options available and consideration of risk**

4.1 By approving the calendar of meetings each year, the Council will avoid potential Member meeting clashes and ensure that the Constitutional requirements are provided for, and Members wishes, where possible, are taken into account.

#### **5. Proposed Way Forward**

5.1 Approval of the calendar of meetings will prevent meeting clashes and ensure that Constitutional requirements are met.

#### **6. Implications**

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	Statutory Powers – Local Government Act 1972
Financial implications to include reference to value for money	N	There are no direct financial implications
Risk	N	These are addressed in the report
Supporting Corporate Strategy		Efficient and Effective Council
Climate Change - Carbon / Biodiversity Impact		Attendance at meetings is required, but Members are encouraged to car share. Skyping in to Briefings is encouraged where deemed appropriate
Comprehensive Impact Assessment Implications		

Equality and Diversity		Not applicable
Safeguarding		Not applicable
Community Safety, Crime and Disorder		Not applicable
Health, Safety and Wellbeing		Not applicable
Other implications		Not applicable

**Supporting Information**

**Appendices:**

Calendar of Meetings 2020/21 – Appendix A

**Background Papers:**

None