

## **Committee: Council**

**Date: 5 February 2020**

Wards: n/a

## **Subject: Calendar of meetings 2020/21**

Lead officer: Caroline Holland, Director of Corporate Services

Lead member: Councillor Mark Allison, Deputy Leader and Cabinet Member for Finance

Contact officer: Louise Fleming, Democratic Services

### **Recommendations:**

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1. That the Calendar of meetings for the 2020/21 municipal year, attached at Appendix A, be agreed.
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## **1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

- 1.1. To propose a calendar of meetings for Council bodies for 2020/21.

## **2 DETAILS**

- 2.1. The details are set out in Appendix A.

## **3 ALTERNATIVE OPTIONS**

- 3.1. The Council can make whatever arrangements it sees fit in respect of the calendar within the legal constraints set out below. The Council should also have regard to audit and accounting requirements in respect of submission of the Annual Governance Statement by the end of June in each year and the approval of the Final Accounts by the end of September in each year.

## **4 CONSULTATION UNDERTAKEN OR PROPOSED**

- 4.1. The Leader of the Council has been consulted in respect of the Cabinet meeting schedule. The chairs of the Overview and Scrutiny Commission and scrutiny panels have been consulted in respect of the scrutiny schedule. Group offices and leaders have been consulted and their comments taken into account where possible.

## **5 TIMETABLE**

- 5.1. The calendar covers the period from immediately after the 2020 Annual meeting up to and including the Annual meeting 2021.

## **6 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS**

- 6.1. None for the purposes of this report.

## **7 LEGAL AND STATUTORY IMPLICATIONS**

- 7.1. In borough election years the Council must hold its annual meeting between 12 and 25 days after the election. In other years the annual meeting must be held in March, April or May.
- 7.2. The Council must hold a meeting to agree its budget by 11 March in each year.

**8 HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS**

- 8.1. Publishing a calendar of meetings in advance is important in giving people information about when the Council proposes to do its business and take decisions which affect the community and individuals.

**9 CRIME AND DISORDER IMPLICATIONS**

- 9.1. None for the purposes of this report.

**10 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS**

- 10.1. It is important for the proper discharge of the Council's duties that a proper framework for decision making is established including the scheduling of meetings in advance to allow for business reports to be properly prepared for decision making bodies.

**11 APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT**

- Appendix A – calendar of meetings 2020/21

**12 BACKGROUND PAPERS**

- 12.1. None