

Committee: Council

Date: 2 February 2022

Subject: Calendar of Meetings 2022/23

Lead officer: Caroline Holland, Director of Corporate Services

Lead member: Cllr Owen Pritchard, Cabinet Member for Finance, Performance, Recovery and the Local Economy

Contact officer: Amy Dumitrescu, Democracy Services Manager

Recommendations:

- A. That Council approves the Calendar of Meetings at Appendix A
 - B. That Council notes the dates for Overview and Scrutiny topic workshops within Appendix A
 - C. That Council approves the dates of Council meetings for 2022-2026 in Appendix B
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1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1. To propose a calendar of meetings for Council bodies for 2022-23 and for the meetings of Council for 2022-2026.

2 DETAILS

- 2.1. The details are set out at Appendix A and B.

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 has been consulted in respect of the Cabinet meeting 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 2022 Annual meeting up to and including the Annual meeting 2023; and meetings of the Council between May 2022 and 2026.

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.

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
- Appendix B – Council meetings for the period 2022 - 2026

12 BACKGROUND PAPERS

12.1. None.