



Report of:	Meeting	Date
Councillor David Henderson, Leader of the Council and Garry Payne, Chief Executive	Council	28 October 2021

Calendar of Meetings 2022/23

1. Purpose of report

1.1 To publish the programme of meetings involving Councillors for 2022/23.

2. Outcomes

2.1 An effective democratic decision making process.

3. Recommendation

3.1 That the Calendar of Meetings for 2022/23, attached as Appendix 1, be noted.

4. Background

4.1 Paragraph 2 of Part 4.01 of the Constitution states that:

“Ordinary meetings of the Council will take place in accordance with a programme published by the Chief Executive, following consultation with the Group Leaders.”

4.2 The programme of meetings for 2022/23 follows a broadly similar pattern to the programme for the current year.

5. Key issues and proposals

5.1 The frequency, times and dates of each meeting are listed in Appendix 2. Any adjustments to the previous pattern are referred to in the text.

5.2 The only change of any significance is that meetings of the Audit Committee have been amended to reflect the new statutory deadlines for the accounts which will apply at least up to and including 2022/23. The

May Audit Committee has been removed from the Calendar and replaced by one in September.

Financial and legal implications	
Finance	The number of meetings in 2022/23 is proposed to be the same as in 2021/22 so there will be no additional financial implications.
Legal	The proposed schedule of meetings meets with the requirements of the law and the Council's constitution.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
ICT	x
data protection	x

Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

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List of background papers:		
name of document	date	where available for inspection
None		

List of appendices

Appendix 1 Calendar of Meetings for 2022/23

Appendix 2 Dates of meetings 2022/23

dem/cou/cr/21/2810pf1

CALENDAR OF MEETINGS 2022/23

	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
MON				1									1 BH
TUE				2			1						2
WED		1 PLA MB CAB		3 PLACMT			2 PLA MB			1 PLA CMT	1 PLA CMT		3 MB
THU		2 BH		4	1		3	1 COU		2	2		4 Elections
FRI		3 BH	1	5	2		4	2		3	3		5
SAT		4	2	6	3	1	5	3		4	4	1	6
SUN	1	5	3	7	4	2	6	4	1	5	5	2	7
MON	2 BH	6 O&S	4 LG	8	5 O&S	3	7	5	2 BH	6	6 LG	3	8
TUE	3	7 CCPWG	5 CG	9	6	4	8	6 CCPWG	3	7	7 CG	4	9
WED	4 PLA MB	8 CMT	6 PLA CMT	10 MB	7 PLA MB CAB	5 PLA MB	9 CMT	7 PLA CMT	4 PLA CMT	8 MB	8 MB	5 PLA MB	10 CMT
THU	5	9	7 COU	11	8	6	10 STA	8	5	9	9 COU*	6	11
FRI	6	10	8	12	9	7	11	9	6	10	10	7 BH	12
SAT	7	11	9	13	10	8	12	10	7	11	11	8	13
SUN	8	12	10	14	11	9	13	11	8	12	12	9	14
MON	9	13 CDG	11 E&A	15	12 LG	10	14	12 CDG	9	13	13 CDG	10 BH	15
TUE	10	14 AUDIT	12	16	13 CG	11	15 AUDIT	13	10	14	14	11	16
WED	11 CMT	15 MB	13 MB CAB	17 CMT	14 CMT	12 CMT	16 MB	14 MB	11 MB CAB	15 CMT CAB*	15 CMT	12 CMT	17 MB
THU	12 COU ANN	16 STA	14	18	15 COU	13	17	15	12	16	16 STA	13	18 COU ANN
FRI	13	17	15	19	16	14	18	16	13	17	17	14	19
SAT	14	18	16	20	17	15	19	17	14	18	18	15	20
SUN	15	19	17	21	18	16	20	18	15	19	19	16	21
MON	16	20	18 O&S	22	19 CDG	17 O&S	21 O&S	19	16 O&S	20 E&A	20	17 LG	22
TUE	17	21	19 LIC	23 LIC	20 LIC	18 LIC	22 LIC	20	17 LIC	21 LIC	21 CCPWG	18 CG	23
WED	18 MB	22 CMT	20 CMT	24 MB	21 MB	19 MB CAB	23 CMT	21 CMT	18 CMT	22 MB	22 MB CAB	19 MB CAB	24 CMT
THU	19	23	21	25	22 CCPWG	20	24	22	19	23	23	20 COU	25
FRI	20	24	22	26	23	21	25	23	20	24	24	21	26
SAT	21	25	23	27	24	22	26	24	21	25	25	22	27
SUN	22	26	24	28	25	23	27	25	22	26	26	23	28
MON	23	27	25	29 BH	26	24 LG	28 LG	26 BH	23 LG	27 O&S	27	24 O&S	29 BH
TUE	24 LIC	28 LIC	26 AUDIT	30	27 AUDIT	25 CG	29 CG	27 BH	24 CG	28 AUDIT	28 LIC	25 LIC	30
WED	25 CMT	29 MB	27 MB	31 CMT	28 CMT	26 CMT	30 MB CAB	28	25 MB		29 CMT	26 PLA CMT	31 MB
THU	26	30	28		29	27 COU		29	26 COU		30	27	
FRI	27		29		30	28		30	27		31	28	
SAT	28		30			29		31	28			29	
SUN	29		31			30			29			30	
MON	30					31 E&A			30				
TUE	31								31				

Key

COU ANN = Annual Council Meeting 7pm

CG = Conservative Group - 6pm
LG = Labour Group - 6pmCAB = Cabinet – 5pm
COU = Council - 7pm
STA = Standards Committee - 6pm
AUD = Audit Committee - 6pm
E&A = Employment & Appeals Committee - 6pm
CDG = Councillor Development Group – 6pm
CCPWG = Climate Change Policy Working Group – 6pm

O&S = Overview and Scrutiny Committee - 6pm

BH = Bank Holiday
* = Budget MeetingPLA = Planning Committee - 2pm
LIC = Licensing Committee - 6pmMB = Management Board – 4pm
CMT = Corporate Management Team

Please note these dates are correct at the time of publication and may be subject to change. Please refer to the Council's website for the most up to date information.



CALENDAR OF MEETINGS

May 2022 to May 2023

DATES OF MEETINGS 2022/23

COUNCIL

8 meetings. Same number as in 2021/22. Thursdays at 7pm.

12 May 2022 (Annual meeting 2022/23)

7 July 2022

15 September 2022

27 October 2022

1 December 2022

26 January 2023

9 March 2023 (Budget meeting)

20 April 2023 (one week later in 2023 because of Easter)

AUDIT COMMITTEE

5 meetings. Scheduled to fit in with the requirements of the Audit Plan and various statutory deadlines. May meeting removed and replaced by one in September. Tuesdays at 6pm.

14 June 2022

26 July 2022

27 September 2022

15 November 2022

28 February 2023

EMPLOYMENT AND APPEALS COMMITTEE

3 meetings. Same number and similar pattern as in 2021/22. Mondays at 6pm.

11 July 2022

31 October 2022

20 February 2023

OVERVIEW AND SCRUTINY COMMITTEE

8 meetings – Same number as in 2021/22.
Mondays at 6pm.

6 June 2022

18 July 2022

5 September 2022

17 October 2022

21 November 2022

16 January 2023

27 February 2023

24 April 2023

PLANNING COMMITTEE

12 meetings – Same pattern of meetings as in previous years.

First Wednesday of each month, at 2pm.

There is one exception, the May 2023 meeting having been brought forward by one week (to 26 April 2023) because of the Wyre Council elections on Thursday 4 May 2023.

1 June 2022

6 July 2022

3 August 2022

7 September 2022

5 October 2022

2 November 2022

7 December 2022

4 January 2023

1 February 2023

1 March 2023

5 April 2023

26 April 2023

LICENSING COMMITTEE

11 meetings – last or penultimate Tuesday of each month at 6pm. As in previous years, monthly meetings have been scheduled to enable statutory deadlines to be met if applications are received. It is likely that a number of these meetings will not be needed, but it is easier to schedule meetings on a monthly basis and cancel them if necessary, than to have to add extra meetings at short notice.

24 May 2022

28 June 2022

19 July 2022

23 August 2022

20 September 2022

18 October 2022

22 November 2022

17 January 2023

21 February 2023

28 March 2023

25 April 2023

STANDARDS COMMITTEE

3 meetings. Same number of scheduled meetings and similar pattern as in 2021/22. Thursdays at 6pm.

Evenly spaced throughout the year. Additional meetings will be organised, if necessary, to deal with any particular Code of Conduct issues which may arise.

16 June 2022

10 November 2022

16 March 2023

CABINET

9 meetings – the same pattern as in 2021/22. Wednesdays at 5pm.

1 June 2022

13 July 2022

7 September 2022

19 October 2022

30 November 2022

11 January 2023

15 February 2023 (Budget meeting)

22 March 2023

19 April 2023

COUNCILLOR DEVELOPMENT GROUP

4 Meetings. Same pattern as in 2021/22. Mondays at 6pm.

13 June 2022

19 September 2022

12 December 2022

13 March 2023

CLIMATE CHANGE POLICY WORKING GROUP

4 meetings scheduled, as in 2021/22. Additional meetings to be convened on ad-hoc basis, if necessary.

Tuesdays at 6pm

7 June 2022

20 September 2022

6 December 2022

21 March 2023

Conservative Group Tuesday before each Council Meeting (except Annual meetings)

Labour Group Monday before each Council Meeting (except Annual meetings)

Management Board: Every 2 weeks (alternate weeks from CMT)
Wednesdays at 4pm.

Corporate Management Team Every 2 weeks (alternate weeks from MB) Wednesdays usually at 9.30am.