



Report of:	Meeting	Date
The Leader of the Council (Councillor Henderson) and the Chief Executive, Garry Payne	Council	9 January 2020

Calendar of Meetings 2020/21

1. Purpose of report

- 1.1 To enable a proposed programme of meetings involving councillors for 2020/21 to be published and confirmed.

2. Outcomes

- 2.1 Effective democratic decision making.

3. Recommendation

- 3.1 That the Calendar of Meetings for 2020/21, attached as Appendix 1, be confirmed.

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 discussion with the Group Leaders.”

5. Key issues and proposals

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

Financial and legal implications	
Finance	None arising directly from this report.
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.

report author	telephone no.	email	date
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List of background papers:		
name of document	date	where available for inspection
None	-	-

List of appendices

Appendix 1 Proposed Calendar of Meetings for 2020/21

Appendix 2 List of proposed dates of meetings for 2020/21

CALENDAR OF MEETINGS 2020/21

Appendix 1

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

Key

COU ANNUAL = Annual Council Meeting 7.00 pm

CG = Conservative Group - 6.00 pm
LG = Labour Group - 6.00 pm

CAB = Cabinet – 5.00 pm
COU = Council - 7.00 pm
STA = Standards Committee - 6.00 pm
AUD = Audit Committee - 6.00pm
E&A = Employment & Appeals Committee - 6.00 pm
CDG = Councillor Development Group – 6.00pm
CCPG = Climate Change Policy Group – 6.00pm

O&S = Overview and Scrutiny Committee - 6.00 pm

BH = Bank Holiday
* = Budget Meeting

PLAN = Planning Committee - 2.00 pm
LIC = Licensing Committee - 6.00 pm

MB = 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.

DATES OF MEETINGS 2020/21

COUNCIL

8 meetings. Same number as in 2019/20, but more evenly spaced. Thursdays at 7pm.

14 May 2020 (Annual meeting 2020/21)

9 July 2020

16 September 2020

29 October 2020

3 December 2020

28 January 2021

11 March 2021 (Budget meeting) (one week later than in 2019/20)

22 April 2021

AUDIT COMMITTEE

5 meetings (same pattern as 2019/20). Not evenly spaced. Scheduled to fit in with the requirements of the Audit Plan and various statutory deadlines.

Tuesdays at 6pm.

16 June 2020

28 July 2020

17 November 2020

2 March 2021

4 May 2021

EMPLOYMENT AND APPEALS COMMITTEE

3 meetings. Same number and similar pattern as in 2019/20.

Mondays at 6pm.

13 July 2020

2 November 2020

22 February 2021

OVERVIEW AND SCRUTINY COMMITTEE

8 meetings – Same number as in 2019/20. Approximately 7 weekly frequency.
Mondays at 6pm.

1 June 2020

20 July 2020

7 September 2020

19 October 2020

23 November 2020

18 January 2021

1 March 2021

26 April 2021

PLANNING COMMITTEE

12 meetings – Same pattern of meetings as in previous years, but extra meeting in
May 2020 because not an election year.
First Wednesday of each month, at 2pm.

3 June 2020

1 July 2020

5 August 2020

2 September 2020

7 October 2020

4 November 2020

2 December 2020

6 January 2021

3 February 2021

3 March 2021

7 April 2021

5 May 2021

LICENSING COMMITTEE

11 meetings – Last Thursday of each month, at 6pm, but a week earlier in October 2020 and January 2021, to avoid clashes with full Council meetings and no meeting in December. 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.

28 May 2020

25 June 2020

30 July 2020

27 August 2020

24 September 2020

22 October 2020

26 November 2020

21 January 2021

25 February 2021

25 March 2021

29 April 2021

STANDARDS COMMITTEE

3 meetings. Same number of scheduled meetings and similar pattern as in 2019/20. 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.

18 June 2020

12 November 2020

18 March 2021

CABINET

9 meetings - 1 more than in 2019/20 and more evenly spaced, to facilitate a smoother decision making process. Wednesdays at 5pm.

3 June 2020

15 July 2020

9 September 2020

21 October 2020

2 December 2020

13 January 2021

17 February 2021 (Budget meeting)

24 March 2021

21 April 2021

COUNCILLOR DEVELOPMENT GROUP

4 Meetings. Same pattern as in 2018/19. Mondays at 6pm.

15 June 2020

21 September 2020

14 December 2020

15 March 2021

CLIMATE CHANGE POLICY GROUP

New Group. 4 meetings scheduled. (Additional meetings to be convened on ad-hoc basis, if necessary.)

Tuesdays at 6pm

9 June 2020

29 September 2020

8 December 2020

30 March 2021

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.