



**Concurrent Meeting of
Corporate Policy and
Resources and Prosperous
Communities Committees**

Thursday 23 April 2020

Subject: Committee Timetable 2020-2021 and beyond

Report by:

Chief Executive

Contact Officer:

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Purpose / Summary:

For Members to consider the timetable for the 2020-21 municipal year, and note the indicated dates for 2021-24

RECOMMENDATION(S):

(1) To approve the committee dates for 2020-2021, whilst acknowledging and agreeing to the following cancelled, rescheduled and new meetings:

- **Overview and Scrutiny Committee be cancelled until September 1 2020;**
- **Joint Staff Consultative Committee on 28 May 2020 be cancelled;**
- **The Annual Council that was originally scheduled for 11 May 2020 be cancelled and instead held on September 7 2020;**
- **Council in July be cancelled due to the current lack of business;**
- **An additional date of September 29 be added to the timetable for Governance and Audit Committee to act as a backstop for any late auditing of the Statement of Accounts;**
- **Prosperous Communities that was due to take place on May 5 2020 be cancelled and any urgent decisions be taken under delegated authority.**

- (2) To note the indicative committee dates for the years 2021-22, 2022-23 and 2023-24.**
- (3) To agree to receive confirmed committee dates for the ensuing year at Corporate Policy and Resources Committee every April.**

IMPLICATIONS

Legal:

None directly arising as a result of this report.

Financial : FIN/196/20/JA/CC

No financial implications

Staffing :

None directly arising as a result of this report

Equality and Diversity including Human Rights :

N/A

Data Protection Implications :

Climate Related Risks and Opportunities: None directly arising as a result of this report.

Section 17 Crime and Disorder Considerations:

Health Implications:

Title and Location of any Background Papers used in the preparation of this report :

None.

Risk Assessment :

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1 Introduction

1.1 The timetable follows the rules as set out in the Constitution:

There have to be convenient Council meetings to:

- set the Council Tax base before 31 January;
- set Council Tax on the first Monday in March.

1.2 There has to be a convenient Governance and Audit Committee meeting to adopt the Statement of Accounts by 31 July;

2 Changes and Issues

2.1 The timetables for 2019-20 and 2020-21 had previously been approved at Corporate Policy and Resources Committee in November 2018. Since that time, a number of required changes to the timetable have come to light for 2020-21:

- the early bank holiday in May is now Friday 8 May;
- Planning Committee has been moved to 17 June due to the Lincolnshire Show (the Show has now been cancelled, but as Planning Officers have been aware of this date previously it would be best to keep the date of Planning Committee as 17 June);
- Corporate Policy and Resources Committee has moved from 11 June to 18 June due to the District Council's Network (DCN) meeting;
- Overview and Scrutiny moved to January 19 from January 5;
- Corporate Policy and Resources Committee to move from January 7 to January 14, and as a result Joint Staff Consultative Committee would move to January 21;
- Corporate Policy and Resources Committee moved from 4 February to 11 February as there could be a conference clash;
- Corporate Policy and Resources to move from April 8 to April 15 due to school Easter Holidays.
- Overview and Scrutiny moved from 27 April to 30 March.

2.2 School holidays for 2020-21 have been shaded (in purple) into the table for information;

2.3 Key conferences, including DCN conferences, Chartered Institute of Public Finance and Accountancy (CIPFA) and Local Government Association (LGA) have been avoided as these are often attended by the Leader, the Deputy Leader and the Chief Executive (these dates are indicated on the table for 2020/21).

3 Lockdown Changes

- 3.1 Now that the law allows it, Planning Committee will be held virtually, starting on April 29, and continuing in this form until a return to meetings being held in person is possible. This is because of the 'social distancing' guidance issued by Government that makes it very difficult for meetings to take place at the Guildhall in Gainsborough.

The success of these meetings will determine the viability of holding other meetings in this format;

- 3.2 Due to the continuing lockdown, there are several changes that are suggested for the period from May 2020 – September 2020:

- **Overview and Scrutiny Committee** to be cancelled until its meeting on 1 September as it is not a decision making body. Officers involved with this committee have been moved to other duties for the time being; having this meeting continue as normal would put extra strain on the workload of these officers;
- **Annual Council**, which was originally planned for 11 May to be moved to 7 September. The recently published Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 allows appointments that would normally be made at the annual meeting to carry through until May 2021; with this in mind, it seems sensible to delay Annual Council until later in the year, when either it will be possible to hold the meeting in person, or at a time when Members are more used to the virtual meeting procedure;
- Due to Annual Council moving to September, **Council** in July be cancelled as there is currently no business scheduled for this date. It may also be difficult to hold Council virtually due to the number of Councillors involved; there is the possibility that meetings in July may still be being held virtually;
- **Joint Staff Consultative Committee** originally planned for 28 May be cancelled as the policies it normally considers would not be going forward to Corporate Policy and Resources Committee at this time;
- Although it was part of the 19/20 timetable, the **Prosperous Communities Committee** meeting on 5 May would be cancelled, and any urgent business would be dealt with under urgency delegations by the Head of Paid Service in consultation with the Chairmen of Corporate Policy and Resources and Prosperous Communities Committees, and the Leader of the Opposition;
- An extra date for **Governance and Audit Committee** has been added in – September 29, in case the auditors have not completed the Statement of Accounts in time for the end of July.

- 3.3 It remains the plan to hold meetings from June onwards as normal; however if this is not feasible due to continuing or further restrictions,

then this issue will be revisited and potentially subject to further decisions by the Head of Paid Service and the relevant Chairmen.

4 Future Years

- 4.1 Timetables for 2021-22 onwards follow a similar pattern to previous years;
- 4.2 Bank holidays from 2022 onwards are not published on the government website at this stage, so provisional Bank Holidays have been input into the timetable for 2022 and beyond.
- 4.3 School holidays from July 2021 onwards are not yet available; however because the timetables follow a similar pattern, clashes should have been avoided;
- 4.4 Similarly, conference dates for 2021 and beyond have not yet been made available, but if they follow a similar pattern to 2020, then clashes should be avoided

5. Recommendations

- 5.1 Members are therefore asked to approve the timetable for 20/21 civic year and note the indicative committee dates for the years 2021-22, 2022-23 and 2023-24.
- 5.2 The indicative committee dates will be agreed each April for the ensuing year on a rolling basis, and each subsequent report will note any changes proposed.