



**Corporate Policy and
Resources**

Thursday 11 February 2021

Subject: Committee Timetable 2021-2022

Report by:	Director of Corporate Services and Monitoring Officer
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Purpose / Summary:	For Members to consider the timetable for the 2021-22 municipal year, and note the indicated dates for 2022-25

RECOMMENDATION(S):

1. Members are asked to approve the timetable for 2021/2022 civic year and note the indicative committee dates for the years 2022-23, 2023-24 and 2024-25.
2. For Corporate Policy and Resources Committee to agree the attached indicative committee dates on a yearly basis, and each subsequent report will note any changes proposed.

IMPLICATIONS

Legal:

None.

Financial :

FIN/129/21/JA

No financial implications arising as a result of this report. Any savings achieved through holding meetings virtually (currently until May 2021) will be reported through budget monitoring.

Staffing :

Equality and Diversity including Human Rights :

Data Protection Implications :

Climate Related Risks and Opportunities:

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 :

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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

x

Key Decision:

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

Yes

No

x

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 (Subject to any statutory extension period);

1.3 In preparing the Committee Timetable consideration is also given to the timings of key conferences, including District Council Network, Chartered Institute of Public Finance and Accountancy (CIPFA) and Local Government Association (LGA) meetings, at which both Senior Member and Officer attendance is required.

The Leader and Chief Executive are due to attend the LGA conference in July (subject to Covid 19 restrictions) from 5-9 July, so meetings in that week have been avoided.

Dates for other conferences are not yet known due to ongoing restrictions for Covid-19.

2. Changes and Issues

2.1 The timetable for 2020/21 was approved under urgent delegated decision making provisions, in consultation with the Chairmen of Corporate Policy and Resources and Prosperous Communities Committees, and also the Leader of the Opposition on 23 April 2020, due to committee meetings being suspended at that time. As part of that decision the 2021-2022 timetable was noted.

2.2 Since that time, it has been recognised that the LGA conference is due to take place week beginning 5 July – this would clash with Full Council;

2.3 Whilst it is unclear whether the conference will go ahead in the traditional style, given the information set out in section 3, it is proposed that the Full Council meeting scheduled for 5 July be held on Monday 28 June, pre-empting any clash and avoiding any meeting overload week commencing 12 July.

2.4 Annual Council was originally scheduled for 10 May; however, with a scheduled by-election on 6 May, Annual Council has now been proposed for 17 May, to allow more time for any political balance calculations to be made and to allow time for the new Councillor to be inducted.

- 2.5 As a result of Annual Council moving a week into the future, the Overview and Scrutiny meeting planned for 18 May has been removed and an April 26 meeting has been added to the timetable. This means that Overview and Scrutiny still has 8 meetings in the timetable for the year;
- 2.6 Prosperous Communities Committee would normally meet in October, but the meeting has been moved to 2 November, with the aim of avoiding the half-term holidays;
- 2.7 No further changes to the timetable as “noted” on 23 April 2020 are proposed. The timetable, including the amended Council date is attached as Appendix 1.

3 Future Years

- 3.1 Timetables for 2022-2023 onwards follow a similar pattern to previous years;
- 3.2 Bank holidays from 2023 onwards are not published on the government website at this stage, so provisional Bank Holidays have been input into the timetable for 2023 and beyond.

It is useful to note that there is a planned ‘4 day weekend’ bank holiday in June 2022 for the Queen’s Platinum Jubilee.

- 3.3 Future years proposed timetables are attached as follows:
 - Appendix 1 – 2021/22 (for approval)
 - Appendix 2 – 2022/23 (for noting)
 - Appendix 3 – 2023/24 (for noting)
 - Appendix 4 – 2024/25 (for noting)

4 Current Meeting Arrangements

- 4.1 Members will be aware that Committee meetings and briefings are all currently being held virtually; as permitted by the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.
- 4.2 The Regulations expire on 7 May 2021; meaning Council and Committee meetings will need to return to being ‘physical’ in the Council Chamber for them to be legal.
- 4.3 The LGA have been lobbying for an extension of the Regulations and received a response from Government in December saying that there was no option under current legislation to extend the current regulations under the Coronavirus Act 2020 as section 78 (3) contains the sunset date of 7 May 2021.

- 4.4 The Government has also received representations from the LGA and others from the local government sector making the case for extending and making permanent the provision for local authorities to meet remotely and/or in hybrid form.
- 4.5 The Government have advised they are considering this carefully. To extend the facility for councils to continue to meet remotely, or in hybrid form would (they add) require primary legislation.
- 4.6 The situation will be continually monitored, whilst preparing appropriately for a return to physical meetings in May. Members will be kept abreast of planned future arrangements.