

**Calendar of Meetings 2020/21**

<b>Final Decision-Maker</b>	Council
<b>Lead Head of Service</b>	Angela Woodhouse, Head of Policy, Communications and Governance
<b>Lead Officer and Report Author</b>	Debbie Snook, Democratic Services Officer
<b>Classification</b>	Public
<b>Wards affected</b>	All

**Executive Summary**

The proposed Calendar of Meetings for 2020/21 is attached as Appendix A to this report for approval by the Council.

**Purpose of Report**

Decision

**This report makes the following recommendations to the Council:**

1. That the Calendar of Meetings for 2020/21, attached as Appendix A to this report, be approved.

**Timetable**

<b>Meeting</b>	<b>Date</b>
Council	26 February 2020

# Calendar of Meetings 2020/21

## 1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Impact on Corporate Priorities</b>	<p>The four Strategic Plan objectives are:</p> <ul style="list-style-type: none"> <li>• Embracing Growth and Enabling Infrastructure</li> <li>• Safe, Clean and Green</li> <li>• Homes and Communities</li> <li>• A Thriving Place</li> </ul> <p>We do not expect the recommendation will by itself materially affect achievement of corporate priorities. However, it will support the Council's overall achievement of its aims by ensuring that meetings of the Council and Committees are scheduled to consider business regarding the Council's priorities.</p>	Head of Policy, Communications and Governance
<b>Cross Cutting Objectives</b>	<p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> <li>• Heritage is Respected</li> <li>• Health Inequalities are Addressed and Reduced</li> <li>• Deprivation and Social Mobility is Improved</li> <li>• Biodiversity and Environmental Sustainability is respected</li> </ul> <p>The report recommendation supports the achievement of the cross cutting objectives by establishing a framework within which internal timetables and work programmes can be organised and decisions made.</p>	Head of Policy, Communications and Governance
<b>Risk Management</b>	See section 5 below.	Head of Policy, Communications and Governance
<b>Financial</b>	Provision is made within the Council's budget for democratic representation and the decision making process.	Section 151 Officer & Finance Team
<b>Staffing</b>	None identified.	Head of Policy, Communications and Governance
<b>Legal</b>	In accordance with the Local Government Act 1972 the Council must give proper notice and summons of its decision making	Team Leader (Corporate Governance),

	<p>meetings, and if a proper notice and summons are not issued, then the meeting may not be properly convened and the business transacted of no effect.</p> <p>The Calendar of Meetings 2020/21 assists in the efficient organisation of publication of the notices and summons of meetings, and gives Officers, Members and the public advanced notice (although not legal notice) of meeting dates.</p> <p>Under Schedule 12 of the Local Government Act 1972 the Council must hold its Annual Meeting within 21 days of the retirement of the Councillors in an ordinary election.</p>	MKLS
<b>Privacy and Data Protection</b>	Accepting the recommendations will increase the volume of data held by the Council. We will hold that data in line with our retention schedules.	Policy and Information Team
<b>Equalities</b>	The Calendar of Meetings will be published on the Council's website. Reports can be made available in alternative formats and provisions made to ensure meetings are accessible and all attendees can be engaged in the proceedings.	Equalities and Corporate Policy Officer
<b>Public Health</b>	We recognise that the recommendations will not negatively impact on population health or that of individuals.	Public Health Officer
<b>Crime and Disorder</b>	As required, the Communities, Housing and Environment Committee will meet as the Crime and Disorder Committee.	Head of Policy, Communications and Governance
<b>Procurement</b>	None identified.	Head of Policy, Communications and Governance

## 2. INTRODUCTION AND BACKGROUND

- 2.1 The proposed Calendar of Meetings for 2020/21 is attached as Appendix A. It sets out the proposed dates for meetings of the Council and Service, Regulatory and other Committees within the Committee structure adopted last year.
- 2.2 It is proposed to hold the Annual Meeting of the Council on Saturday 23 May 2020, commencing at 9.30 a.m.
- 2.3 It is proposed to hold snap meetings of all Committees except the Joint Transportation Board on 26 May 2020. The purpose of these meetings is to

elect the Chairman and Vice-Chairman for each Committee other than the Chairman of the Policy and Resources Committee who will be elected at the Annual Meeting of the Council.

- 2.4 With the exception of the proposed meeting of the Planning Committee there will be no other meetings during August.
  - 2.5 Extraordinary meetings of the Council can be called if necessary.
  - 2.6 As previously, provision has been made for two briefing sessions per month to be allocated as required.
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### **3. AVAILABLE OPTIONS**

- 3.1 The Council could amend the proposed Calendar of Meetings, but the dates are broadly in line with the current pattern of meetings based on the Committee structure adopted last year.
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### **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATION**

- 4.1 That the Calendar of Meetings for 2020/21 be approved. Setting the dates for future meetings of the Council and Committees enables advance notice to be given to the public and internal timetables and work programmes to be organised.
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### **5. RISK**

- 5.1 The risks associated with this proposal, including the risks if the Council does not act as recommended, have been considered in line with the Council's Risk Management Framework. We are satisfied that the risks associated (both organisational and reputational) will be managed as per the Risk Management Policy.
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### **6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 6.1 Corporate Leadership Team and Heads of Service have been consulted on the proposed Calendar of Meetings for 2020/21, and their suggestions to meet organisational requirements have been incorporated.
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### **7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 7.1 The Calendar of Meetings, once approved, will be published on the Council's website.
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## **8. REPORT APPENDICES**

The following documents are to be published with this report and form part of the report:

Appendix A: Calendar of Meetings 2020/21

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## **9. BACKGROUND PAPERS**

None