

Calendar of Meetings 2021/22

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

Executive Summary

The proposed Calendar of Meetings for 2021/22 is attached as Appendix A to this report for approval by the Council.

Purpose of Report

Decision

This report makes the following recommendation to the Council:

1. That the Calendar of Meetings for 2021/22, attached as Appendix A to this report, be approved.

Timetable

Meeting	Date
Council	24 February 2021

Calendar of Meetings 2021/22

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	<p>The four Strategic Plan objectives are:</p> <ul style="list-style-type: none"> • Embracing Growth and Enabling Infrastructure • Safe, Clean and Green • Homes and Communities • A Thriving Place <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
Cross Cutting Objectives	<p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> • Heritage is Respected • Health Inequalities are Addressed and Reduced • Deprivation and Social Mobility is Improved • Biodiversity and Environmental Sustainability is respected <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
Risk Management	See section 5 below.	Head of Policy, Communications and Governance
Financial	Provision is made within the Council's budget for democratic representation and the decision-making process.	Section 151 Officer & Finance Team
Staffing	None identified.	Head of Policy, Communications and Governance
Legal	In accordance with the Local Government Act 1972, the Council must give proper notice and summons in respect of its decision-	Team Leader (Corporate

	<p>making 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 2021/22 assists in the efficient management of publication of notices and summons for meetings and gives Officers and the public advance 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>	Governance) MKLS
Privacy and Data Protection	Accepting the recommendation 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
Equalities	The Calendar of Meetings will be published on the Council's website. Reports can be made available in alternative formats and provision will be made to ensure meetings whether held remotely or physically are accessible and attendees can be engaged in the proceedings.	Policy & Information Manager
Public Health	We recognise that the recommendation will not negatively impact on population health or that of individuals. Arrangements for a return to physical meetings will be carefully considered having regard to the on-going COVID-19 risk.	Public Health Officer
Crime and Disorder	As required, the Communities, Housing and Environment Committee will meet as the Crime and Disorder Committee.	Head of Policy, Communications and Governance
Procurement	None identified.	Head of Policy, Communications and Governance & Section 151 Officer

2. INTRODUCTION AND BACKGROUND

- 2.1 The proposed Calendar of Meetings for 2021/22 is attached as Appendix A. It sets out the proposed dates for meetings of the Council and Service, Regulatory and other Committees within the existing Committee structure.

- 2.2 It is proposed to hold the Annual Meeting of the Council on Saturday 22 May 2021, commencing at 9.30 a.m.
- 2.3 It is proposed to hold snap meetings of all Committees except the Joint Transportation Board on 25 May 2021. The purpose of these meetings is to elect the Chairman and Vice-Chairman of 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 meetings of the Planning and Communities, Housing and Environment Committees at the end of the month, 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 in 2019.
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4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 That the Calendar of Meetings for 2021/22 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 (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 have been consulted on the proposed Calendar of Meetings for 2021/22 to ensure that their 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

Appendix A: Calendar of Meetings 2021/22

9. BACKGROUND PAPERS

None