

**Calendar of Meetings 2022/23**

<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 2022/23 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 2022/23, attached as Appendix A to this report, be approved.

**Timetable**

<b>Meeting</b>	<b>Date</b>
Council	13 April 2022

# Calendar of Meetings 2022/23

## 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, Executive, Regulatory and other 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>	No new issues identified.	Head of Policy, Communications and Governance

<b>Legal</b>	<p>In accordance with the Local Government Act 1972, the Council must give proper notice and summons in respect of its decision-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 2022/23 assists in the efficient management of publication of notices and summons of meetings, and gives Officers, Members 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>	Interim Deputy Head of Legal Partnership
<b>Privacy and Data Protection</b>	Accepting the recommendation will increase the volume of data held by the Council. We will hold that data in line with our retention schedules.	Corporate Insight, Communities and Governance Manager
<b>Equalities</b>	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.	Equalities and Communities Officer
<b>Public Health</b>	We recognise that the recommendation will not negatively impact on population health or that of individuals. Arrangements for meetings are carefully considered having regard to the on-going COVID-19 risk.	Head of Policy, Communications and Governance
<b>Crime and Disorder</b>	It is proposed that the legislative requirements for Overview and Scrutiny will be contained within the terms of reference for the new Overview and Scrutiny Committee (this requirement is currently discharged by the Communities, Housing and Environment Committee).	Head of Policy, Communications and Governance
<b>Procurement</b>	None identified.	Head of Policy, Communications and Governance

<b>Biodiversity and Climate Change</b>	There are no direct implications of this report on biodiversity and climate change.	
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## **2. INTRODUCTION AND BACKGROUND**

- 2.1 The proposed Calendar of Meetings for 2022/23 is attached as Appendix A. It sets out the proposed dates for meetings of the Council, Executive, Regulatory and other Committees within the new governance arrangements to come into effect from the Annual Meeting of the Council on 21 May 2022.
- 2.2 It is proposed to hold the Annual Meeting of the Council on Saturday 21 May 2022, commencing at 9.00 a.m.
- 2.3 With the exception of the Joint Transportation Board which will continue to meet at 5.00 p.m. and the Planning Committee which will continue to meet at 6.00 p.m., it is proposed, following a survey of Members conducted by email, to maintain the current start time of 6.30 p.m. for meetings. 25 Members responded to the survey. Members could indicate multiple favoured options. The most favoured option was to maintain the current meeting start time of 6.30 p.m., with 64% of respondents indicating that as one of their preferred options, and none indicating that they would be unable to attend at that start time.
- 2.4 With the exception of the proposed meetings of the Joint Transportation Board and 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 The Leader will put in place arrangements for the making of decisions by the Council acting as Corporate Trustee of the Charity Known as the Cobtree Manor Estate and by the Council acting as Corporate Trustee of the Queen’s Own Royal West Kent Regiment Museum Trust, and meetings will be scheduled as appropriate.
- 2.7 As previously, provision has been made for two briefing sessions per month to be allocated as required.

## **3. AVAILABLE OPTIONS**

- 3.1 The Council could amend the proposed Calendar of Meetings, but the dates have been scheduled to facilitate the implementation and embedding of the new governance arrangements. Adjustments can be made going forward if found necessary in practical terms.

## **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATION**

- 4.1 That the Calendar of Meetings for 2022/23 be approved. Setting the dates for future meetings of the Council, Executive, Regulatory and other

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 2022/23.
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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 2022/23

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## **9. BACKGROUND PAPERS**

None