



CONSTITUTION AND STANDARDS COMMITTEE

Wednesday, 24 February 2021

REPORT TITLE:	CALENDAR OF MEETINGS 2021/22
REPORT OF:	DIRECTOR OF LAW AND GOVERNANCE

REPORT SUMMARY

This report recommends draft dates for Council and Committee meetings for the municipal year 2021/2022 (Appendix 1).

This is not a key decision.

RECOMMENDATIONS

The Constitution and Standards Committee is requested to:

1. consider and comment on the report and
2. recommend to Council that the Calendar of Meetings for the 2021/22 municipal year be approved.

SUPPORTING INFORMATION

1.0 REASON FOR RECOMMENDATION

- 1.1 The Council must approve and publish a Calendar of Meetings for each municipal year.

2.0 OTHER OPTIONS CONSIDERED

- 2.1 No other options were considered.

3.0 BACKGROUND INFORMATION

- 3.1 Members are asked to consider the draft Calendar of Meetings for the Municipal Year 2021/22 and provide details and reasons of any changes (if any) they would like to see to the draft Calendar.
- 3.2 Convening an extraordinary Council meeting or changing a scheduled meeting can often prove difficult given the demands placed upon Members. Matters are compounded by the membership of committees, etc being limited to a specific number of Members (and deputies) which impacts upon availability. It is therefore important that the Calendar of Meetings comprehensively captures Council meetings in such a way that it enables the Council to manage and discharge its functions in a timely and cost-effective manner.
- 3.3 Dates are not included in the Calendar for Member training. A programme of dates will be drawn up by the Member Development Steering Group in due course and circulated to Members.

4.0 FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications arising from this report.

5.0 LEGAL IMPLICATIONS

- 5.1 It is considered good practice for the Council to publish a Calendar of Meetings in respect of each Municipal Year.

6.0 RESOURCE IMPLICATIONS: STAFFING, ICT AND ASSETS

- 6.1 The Council is required to ensure there are sufficient resources to administer all Council meetings in accordance with relevant legislation and the Council's Constitution.

7.0 RELEVANT RISKS

- 7.1 It is not possible to pre-empt or predict the exact number of Council meetings that are required and when they will need to take place. Additional Council meetings will be convened when necessary (and in accordance with the Council's Constitution) to ensure that the Council discharges its duties, obligations and responsibilities.

8.0 ENGAGEMENT/CONSULTATION

8.1 The development of the Committee Calendar was informed by the discussions had by the Governance Working Group when designing the recently adopted Constitution and committee structure.

9.0 EQUALITY IMPLICATIONS

9.1 There are no equality implications.

10.0 ENVIRONMENT AND CLIMATE IMPLICATIONS

10.1 There are no direct environment or climate implications arising from this report.

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APPENDICES

Appendix 1 – Calendar of Committee Meetings 2021/22

BACKGROUND PAPERS

Constitution
Calendar of Meetings 2020/21

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Council	28 September 2020
Council	18 March 2019
Cabinet	25 February 2019
Council	19 March 2018
Cabinet	26 February 2018