



REPORT TO: Council

20 February 2020

LEAD OFFICER: Interim Director of Corporate Services

Calendar of Meetings 2020/21

Executive Summary

1. To seek approval of the Calendar of Meetings 2020/21.

Recommendations

2. That Council approves the Calendar of Meetings 2020/21 as set out at Appendix A.

Reasons for Recommendations

3. Adopting an annual Calendar of Meetings will provide a framework for the democratic and decision making processes of the Council.

Details

4. A draft Calendar of Meetings for 2020/21 has been prepared to enable the effective consideration of Council business and covers the period from May 2020 to May 2021. A copy of the draft Calendar of Meetings is attached at Appendix A.
5. The Executive Procedure Rules provide that the Executive (Cabinet) will meet at least six times a year, at times to be agreed by the Leader. The Leader, in consultation with the Cabinet, is proposing to vary the frequency of Cabinet meetings in 2020/21, reducing the number of meetings from 12 to 8 per annum, and this is reflected in the draft Calendar at Appendix A. It is not currently proposed to reduce the frequency of Scrutiny and Overview Committee meetings but to request the Centre for Public Scrutiny to look at the frequency of meetings as part of its review of the effectiveness of the Council's overview and scrutiny

arrangements. The Overview and Scrutiny Committee may then amend its meeting dates, if considered appropriate.

6. Council is also asked to note that Council has been scheduled on Tuesday, 14 July 2020 (rather than a Thursday) in order to avoid clashes with other meetings. Similarly, Planning Committee has been scheduled for Tuesday, 13 April 2021, instead of meeting on a Wednesday, as is normally the case. This is in order to avoid a clash with the Joint Development Control Committee on Wednesday 14 April 2021.
7. Officers have endeavoured, wherever possible, to take account of meeting dates of the Full Council of Cambridgeshire County Council, the Combined Authority and Greater Cambridgeshire Partnership. However, unfortunately it has not been possible to avoid clashes with all County Council committees.
8. The Chairman of the Council and Chairmen of committees have the power to call extraordinary meetings, when required, to accommodate urgent or unscheduled business or to change a meeting date where circumstances require.

Options

9. None. The Calendar of Meetings will provide a framework for effective and planned decision making and enables both Councillors and the public to be aware of forthcoming meeting dates.

Implications

10. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered:-

Financial

11. Reducing the number of Cabinet meetings from 12 to 8 presents an opportunity to achieve minor savings in terms of printing and Members' travelling costs.

Risks/Opportunities

12. Moving from a monthly to six weekly cycle of Cabinet meetings does potentially slow down decision making, but not significantly. However, reducing the number

of meetings presents the opportunity to create additional capacity for both members and officers which can be diverted to other priorities.

Consultation responses

13. EMT are supportive of the proposal to reduce the number of Cabinet meetings. Informal consultation has also taken place with Group Leaders on the proposal.

Alignment with Council Priority Areas

A modern and caring Council

14. The proposal to reduce meeting frequencies aligns with the priority to strive to achieve business efficiencies and to reduce costs.

Background Papers

None

Appendices

Appendix A: Calendar of Meetings 2020/21

Report Author:

Kathrin John – Democratic Services Team Leader
Telephone: (01954) 713030