



**REPORT TO:** Council

23 February 2021

**LEAD OFFICER:** Director of HR and Corporate Services

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## **Calendar of meetings 2021/22**

### **Executive Summary**

1. To seek approval of the Calendar of Meetings 2021/22.

### **Recommendations**

2. That Council approves the Calendar of Meetings 2021/22, as set out at Appendix A.

### **Reasons for Recommendations**

3. Adopting an annual calendar of meetings provides a framework for the democratic and decision-making processes of the Council.

### **Details**

4. A draft calendar of meetings for 2021/22 has been prepared to enable the effective consideration of Council business during the period from May 2021 to May 2022. A copy of the draft calendar of meetings is attached at appendix A. The following paragraphs set out the considerations which have been taken into account in preparing the calendar.
5. The Cabinet Procedure Rules provide that the frequency and timing of meetings of the Executive (Cabinet) shall be determined by the Leader. The Cabinet usually meets at least six times per year, taking account of the need to factor in meetings of the Scrutiny and Overview Committee. Where practical, conflicting events, such as the meetings of other authorities, school holidays and public and religious holidays, are also avoided. Taking this approach, Cabinet meetings are scheduled to take place approximately every six weeks.

6. The Chair of the Scrutiny and Overview Committee has confirmed that, subject to the following exceptions, the frequency of meetings of that committee should take place monthly. If any meeting is then not required, it is cancelled. The exceptions are February, as that is a short month, and August, as arranging a meeting during Summer holidays may be impractical.
7. No dates are scheduled for meetings of the Licensing Committee, as the need for meetings arises only when there is a need to review a policy within that committee's remit. Meetings are therefore organised ad hoc.
8. Council is also asked to note that a meeting of Council has been scheduled on a Tuesday, rather than on a Thursday, on the following date: Tuesday 22 February 2022.

## **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. None, as the number of meetings proposed is similar to that which was proposed in the current civic year, other than to note the fact that budget setting Council meetings are required to take place where feasible after the budget-setting meetings of major preceptors.

## **Alignment with Council Priority Areas**

### **A modern and caring Council**

12. The schedule of meetings takes account of school and religious holidays, whilst providing a framework for timely decision-making.

## **Background Papers**

None.

## **Appendices**

Appendix A: Calendar of Meetings 2021/22

## **Report Author:**

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