

CALENDAR OF MEETINGS 2020-2021

Head of Service/Contact:	Amardip Healy, Chief Legal Officer
Annexes/Appendices (attached):	Annex 1 – draft Municipal Calendar 2020-21 Annex 2 – Year plan of meetings 2020-21
Other available papers (not attached):	

Report summary

Approval of the extended Municipal Calendar from May 2020 to July 2021.

Recommendation (s)

(1) That the Council approves the Municipal Calendar for 2020-2021.

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 It is necessary to set dates for meetings of the Council, its Committees, Sub-Committees and Advisory Panels for the forthcoming year to enable their business to be efficiently processed.

2 Background

- 2.1 In drawing up the Calendar of Meetings for 2020-2021 (**Annex 1**), the main considerations have been the need to retain certain reporting chains as far as practicable (e.g. Financial Policy Panel reporting to Strategy and Resources Committee), the timing of fiscal requirements, and any constraints as a result of the Surrey County Council Elections on 6 May 2021. Consideration has also been given as far as practicable to school holidays.
- 2.2 The draft Calendar of Meetings was provided to the Chairman/Leader of each political group and any member who is not a member of any political group for comment in October 2019, and responses received have been incorporated into the version presented at **Annex 1**.

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3 Proposals

- 3.1 A programme of meetings for 2020-21 has been devised on a similar basis as the current year's programme in terms of the number of meetings, along with their scheduling for Tuesdays and Thursdays where possible. This pattern of meetings was to regularise the days of the week on which Town Hall facilities remain open after normal business hours.
- 3.2 To enable clearer forward-planning, the Calendar has been extended beyond the end of the next Municipal year, to July 2021.
- 3.3 Dates cannot be scheduled for the Licensing Hearing Sub Committee meetings as these will need to be convened when needed to be able to respond to applications.
- 3.4 The draft Municipal Calendar for approval is attached at **Annex 1**. A year-plan view is also attached at **Annex 2** to provide a visual overview.

4 Financial and Manpower Implications

- 4.1 The need to preserve reporting lines and other constitutional considerations means that at certain times of the year policy committee meetings are bunched together. The timetable is challenging for Officers at certain points of the year and, whilst not the overriding consideration, the calendar has been devised to try and manage peaks in workload.
- 4.2 **Chief Finance Officer's comments:** None arising from the contents of this report.

5 Legal Implications (including implications for matters relating to equality)

- 5.1 Legislation requires that Agendas are published five clear working days before a meeting.
- 5.2 The Council is entitled to amend any of the dates in the Calendar of Meetings at this time, but should note that it is required to approve a version of the calendar at its annual meeting, under FCR 2.1 of Part 4 of the Constitution.
- 5.3 **Monitoring Officer's comments:** None arising from the contents of this report.

6 Sustainability Policy and Community Safety Implications

- 6.1 None for the purposes of this report.

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7 Partnerships

- 7.1 Dates of meetings of Outside and Joint bodies, such as the Epsom and Walton Downs Conservators and Nonsuch Park Joint Management Committee are agreed by those bodies, but included within the Council's Calendar of Meetings to provide a comprehensive reference for Councillors and the public.

8 Risk Assessment

- 8.1 An effective decision-making programme should enable all committees and the Council to process business with the minimum of delay. If a forward-looking calendar were not to be agreed, uncertainty over the Council's ability to complete its business would result.

9 Conclusion and Recommendations

- 9.1 The Council is asked to approve the Calendar of Meetings attached as **Annex 1** to this report.

Ward(s) Affected: (All Wards);