

CALENDAR OF MEETINGS 2022-23

Head of Service:	Gillian McTaggart, Head of Corporate Assurance
Wards affected:	(All Wards);
Appendices (attached):	Appendix 1 – Calendar of meetings 2022-23

Summary

To approve a programme of ordinary meetings of the Council for the year.

Recommendation (s)

The Council is asked to:

- (1) Approve a programme of ordinary meetings for the year.**

1 Reason for Recommendation

- 1.1 In accordance with its Rule of Procedure FCR 2.1, set out in Part 4 of the Constitution, the Council is required to approve a programme of ordinary meetings for the year at its annual meeting.

2 Background

- 2.1 A draft programme of meetings for 2022-23 was agreed by Council at its meeting of 7 December 2021. The final calendar attached to this report at Appendix 1, includes the following amendments:
 - 2.1.1 Inclusion of the Crime and Disorder Sub-Committee as agreed by Council at its meeting of 15 February 2022.
 - 2.1.2 The meetings of the Financial Policy Panel on 6 September and 29 November 2022 have been removed in accordance with the agreement of the Council at its meeting of 15 February 2022.
 - 2.1.3 The meeting of the Planning Committee on 19 May 2022 has been removed with the agreement of the Chair as there are no matters requiring a formal decision by the Committee.
 - 2.1.4 The meeting of the Environment Committee on 24 May 2022 has been removed with the agreement of the Chair as there are no matters requiring a formal decision by the Committee.

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2.1.5 Meetings of the Licencing and Planning Policy Committee have been added on 26 May, 28 July and 27 September 2022 with the agreement of the Chair.

2.2 To enable clearer forward-planning, the Calendar is extended beyond the end of the Municipal year, to July 2023.

2.3 Dates cannot be scheduled for the Licensing Sub Committee meetings as these will need to be convened when needed to be able to respond to applications.

2.4 In drawing up the Calendar of Meetings for 2022-2023 (Appendix 1), the main considerations have been the need to retain certain reporting chains as far as practicable and the timing of fiscal requirements. Consideration has also been given as far as practicable to school holidays.

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

3.1.1 None.

3.2 Crime & Disorder

3.2.1 None.

3.3 Safeguarding

3.3.1 None.

3.4 Dependencies

3.4.1 None.

3.5 Other

3.5.1 None.

4 Financial 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 **Section 151 Officer's comments:** None arising from the contents of this report.

5 Legal Implications

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5.1 None arising from the contents of this report.

5.2 **Legal Officer's comments:** None arising from the contents of this report.

6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** The following Key Priorities are engaged: Effective Council.

6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.

6.3 **Climate & Environmental Impact of recommendations:** None.

6.4 **Sustainability Policy & Community Safety Implications:** None.

6.5 **Partnerships:** 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 for reference.

7 Background papers

7.1 The documents referred to in compiling this report are as follows:

Previous reports:

- [Calendar of meetings 2021-22, Council, 7 December 2021](#)
- [Committee Terms of Reference, Council, 15 February 2022](#)
- [Financial Regulations review, Council, 15 February 2022](#)

Other papers:

- None