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<b>PART A:</b>	<b>MATTERS DEALT WITH UNDER DELEGATED POWERS</b>
<b>REPORT TO:</b>	<b>OVERVIEW AND SCRUTINY COMMITTEE</b>
<b>DATE:</b>	<b>24 OCTOBER 2019</b>
<b>REPORT OF THE:</b>	<b>DEMOCRATIC SERVICES MANAGER SIMON COPLEY</b>
<b>TITLE OF REPORT:</b>	<b>TIMETABLE OF MEETINGS 2020-2021 – INITIAL DRAFT FOR COMMENT</b>
<b>WARDS AFFECTED:</b>	<b>ALL</b>

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## **EXECUTIVE SUMMARY**

### **1.0 PURPOSE OF REPORT**

1.1 This report presents the initial draft timetable of meetings for 2020-2021 for comment.

### **2.0 RECOMMENDATION**

2.1 That the Overview and Scrutiny Committee provide feedback and comments on the initial draft timetable of meetings for 2020-2021, attached as Annex A of the report.

### **3.0 REASON FOR RECOMMENDATION**

3.1 To provide input and views at an early stage on the proposed scheduling of Overview and Scrutiny Committee meetings.

### **4.0 SIGNIFICANT RISKS**

4.1 There are no significant risks relating to this recommendation.

4.2 Resourcing implications will need to be carefully assessed should consideration be given to increasing the number of meetings. In addition to Full Council and committee meetings, there are currently five working parties of Policy and Resources Committee established or proposed, and three Overview and Scrutiny Task Groups. Careful planning will be needed around resourcing of working parties and task groups going forward. Notwithstanding the forthcoming restructure of Corporate Governance and Finance, Democratic Services staff also need to deal with elections and voter registration, including any possible snap elections, and other areas of work such as reviews of the Constitution and Member allowances. Other officers who may be involved in preparing reports, providing advice and attending meetings will also be dealing many other areas of work.

## **5.0 POLICY CONTEXT AND CONSULTATION**

- 5.1 A timetable of meetings is agreed and published for each municipal year. This is an essential part of making the Council's decision making process open and accessible to all interested parties. Senior and relevant officers have been consulted on the draft timetable of meetings for 2020-2021.

## **REPORT**

### **6.0 REPORT DETAILS**

- 6.1 The initial draft timetable of meetings, attached as Annex A of the report, has been based on the meeting cycle used in 2019-20.
- 6.2 Mondays have been kept free of meetings as this is when the majority of parish and town councils meet. Also no meetings have been scheduled to coincide with Maundy Thursday (1 April 2021) and the Ryedale Show (28 July 2020).
- 6.3 Feedback and comments are sought on the initial draft timetable in relation to the proposed dates for Overview and Scrutiny Committee meetings.

### **7.0 IMPLICATIONS**

- 7.1 The following implications have been identified:
- a) Financial  
The costs of meetings within the Council are built into existing budgets.
  - b) Legal  
None.
  - c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental and Climate Change, Crime & Disorder)  
An equality impact assessment was carried out three years ago when start times to meetings were reviewed. As no changes are proposed to the number of meetings, the climate change impact will be unchanged from previous years. Implications relating to staffing resources are detailed in the paragraph 4.2 of the report.

### **8.0 NEXT STEPS**

- 8.1 Once consultation on the initial draft timetable of meetings has taken place, a final draft will be brought to Overview and Scrutiny Committee and Planning Committee in January 2020 for any final comment, before going to Policy and Resources Committee for recommendation on to Full Council in February 2020. Once the timetable has been approved it will be published on the Council's website using the Modern.gov committee management system.

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**Background Papers:** None.