



PART B:	RECOMMENDATIONS TO COUNCIL
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	6 FEBRUARY 2020
REPORT OF THE:	DEMOCRATIC SERVICES MANAGER SIMON COPLEY
TITLE OF REPORT:	TIMETABLE OF MEETINGS 2020-2021
WARDS AFFECTED:	ALL
FOR INFORMATION TO:	PLANNING COMMITTEE 21 JANUARY 2020
	OVERVIEW AND SCRUTINY COMMITTEE 23 JANUARY 2020

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

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

2.0 RECOMMENDATION

2.1 That Council is recommended to approve the timetable of meetings, attached as Annex A to this report, as a basis for working in 2020-21.

3.0 REASON FOR RECOMMENDATION

3.1 To provide a timetable for all decision making, advisory and overview and scrutiny meetings for use by Members, officers, the public and other interested parties.

3.2 The meeting of Full Council on 5 December 2019 referred a motion proposing changes to the Council's governance arrangements to the Constitution Working Party, with a request to report back to Council ahead of the Annual Meeting. In the event that changes to governance arrangements are approved ahead of the Annual Meeting, an updated timetable of meetings will be submitted. However approval of a timetable is required in February to confirm dates based on the current arrangements so that Members and officers can ensure their availability, rooms can be booked and forward planning of business undertaken.

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. The timetable of meetings is a working document as additional meetings can be scheduled, under the Rules of Procedure in the Council's Constitution, if and when required to deal with business that has arisen. The legal requirement to publish a public notice of meeting supports transparency and accessibility for any additional meetings. Strategic Management Board have been consulted on the draft timetable of meetings for 2020-2021.

REPORT

6.0 REPORT DETAILS

- 6.1 The 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 Members have the option to approve, amend or reject the draft timetable of meetings attached at Annex A. If the current draft timetable is not acceptable to Members, an alternative will need to be agreed.

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 the timetable of meetings 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.