



---

<b>PART B:</b>	<b>RECOMMENDATIONS TO COUNCIL</b>
<b>REPORT TO:</b>	<b>POLICY AND RESOURCES COMMITTEE</b>
<b>DATE:</b>	<b>12 NOVEMBER 2020</b>
<b>REPORT OF THE:</b>	<b>HEAD OF CORPORATE GOVERNANCE SIMON COPLEY</b>
<b>TITLE OF REPORT:</b>	<b>TIMETABLE OF MEETINGS 2021-2022</b>
<b>WARDS AFFECTED:</b>	<b>ALL</b>
<b>FOR INFORMATION TO:</b>	<b>OVERVIEW AND SCRUTINY COMMITTEE 22 OCTOBER 2020</b>
	<b>PLANNING COMMITTEE 27 OCTOBER 2020</b>

---

## **EXECUTIVE SUMMARY**

### **1.0 PURPOSE OF REPORT**

1.1 This report presents the draft timetable of meetings for 2021-2022 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 2021-22.

### **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.

### **4.0 SIGNIFICANT RISKS**

4.1 There are no significant risks relating to this recommendation.

### **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.

5.2 Strategic Management Board have been consulted on the draft timetable of meetings

for 2021-2022. Elected members may wish to consider whether they continue to schedule Member development sessions in advance or whether these are arranged as and when they are required.

## **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 2020-21.
- 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 (14 April 2022) and the Ryedale Show (27 July 2021).
- 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 four 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.

### **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.

**Simon Copley**  
**Head of Corporate Governance**

**Author:** Simon Copley, Head of Corporate Governance  
**Telephone No:** 01653 600666 ext: 43277  
**E-Mail Address:** [simon.copley@ryedale.gov.uk](mailto:simon.copley@ryedale.gov.uk)

**Background Papers:**  
None.