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<b>PART B:</b>	<b>RECOMMENDATIONS TO COUNCIL</b>
<b>REPORT TO:</b>	<b>POLICY AND RESOURCES COMMITTEE</b>
<b>DATE:</b>	<b>17 MARCH 2022</b>
<b>REPORT OF THE:</b>	<b>HEAD OF CORPORATE GOVERNANCE ELIZABETH HEATH</b>
<b>TITLE OF REPORT:</b>	<b>TIMETABLE OF MEETINGS 2022-2023</b>
<b>WARDS AFFECTED:</b>	<b>ALL</b>
<b>FOR INFORMATION TO:</b>	<b>OVERVIEW AND SCRUTINY COMMITTEE 10 FEBRUARY 2022</b>
	<b>PLANNING COMMITTEE 15 MARCH 2022</b>

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## **EXECUTIVE SUMMARY**

### **1.0 PURPOSE OF REPORT**

1.1 This report presents the draft timetable of meetings for 2022-2023 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 2022-23.

### **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 2022-2023.
- 5.3 Consultation has also taken place with Overview and Scrutiny Committee and Planning Committee.

## **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 2021-22.
- 6.2 The timetable concludes at the end of March 2023 as the vesting date for the new unitary council will be 1 April 2023. Should any changes to the timetable be required as a result of a need to make decisions associated with the move to the new unitary council, such changes would be made in consultation with the chair of the relevant committee and with all group leaders.
- 6.3 Mondays have been kept free of meetings as this is when the majority of parish and town councils meet.
- 6.4 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 on the timings of meetings was carried out five 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.

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**Background Papers:**  
None.