



# Annual Council

26 May 2021

Report of: Monitoring Officer

## Programme of Meetings 2021/22

<b>Corporate Priority:</b>	All
<b>Relevant Ward Member(s):</b>	N/A
<b>Exempt Information:</b>	No

### Summary

- 1.1 To set out the proposed calendar of meetings for the Municipal Year 2021-2022 which must be approved at the Annual Council Meeting. The report presents the programme of meetings and the principles that have been applied in compiling it.

### RECOMMENDATIONS

That Council:

- 2.1 Approves the programme of meetings for the Municipal Year 2021-2022 (Appendix A).

### Reason for Recommendations

- 3.1 To approve the Council's meetings dates for the coming Municipal Year in order to comply with legislative requirements.

## **Background**

- 4.1 The Annual Calendar of Meetings is designed each year to ensure adherence to statutory, financial and constitutional obligations of the Council. The schedule is also underpinned by a series of principles which afford some consistency from year to year. The principles are attached at Appendix B.

## **Main Considerations**

- 5.1 As well as ensuring statutory financial deadlines are able to be met, the timetable has been drafted taking into account bank holidays, Leicestershire school holidays and Council meetings of the Leicestershire County Council.
- 5.2 No changes are proposed to current start times. Planning Committee meetings will continue to start at 6.00 p.m. and all other Committee and Council Meetings will start at 6.30 p.m. as is currently the case. Cabinet meetings are scheduled for 4.00 p.m. and the Leader will have discretion to amend the time according to Member availability.
- 5.3 Meetings will be held at Parkside apart from during the period leading up to an election when the Council Chamber is engaged for that purpose.
- 5.4 In addition to the schedule proposed, Extraordinary Council and Ad hoc Cabinet and Committee meetings may be convened for business that cannot wait until the next meeting or where an item of business is of a high level of significance to need a meeting dedicated to that purpose. Sub Committees may also be convened as set out in the Constitution.
- 5.5 Occasionally scheduled meetings listed in the Programme of Meetings are cancelled due to there being no business for Members' consideration within the remit of a particular decision-making body.

## **Options Considered**

- 6.1 The version of the programme of meetings presented has had a number of iterations and has been amended to reflect the views of the Senior Leadership Team, Group Leaders and to ensure that the Council's decision making is compliant with statutory and local requirements.
- 6.2 It is a legislative requirement to publish a notice of the ordinary meetings of the Council and its Committees.

## **Consultation**

- 7.1 Group Leaders have been consulted and requested to provide feedback on the programme.

## **Next Steps – Implementation and Communication**

- 8.1 Subject to approval, calendar invites for relevant meetings will be sent out to all members.
- 8.2 The Programme of Meetings will be displayed on the Council's notice board and published on the Council's website.

## **Financial Implications**

- 9.1 There are no financial implications.

**Financial Implications reviewed by: Deputy Section 151 officer**

## Legal and Governance Implications

- 10.1 An approved Annual Programme of Meetings ensures that decisions relating to budget, policy and regulatory matters that have statutory deadlines are able to be planned and made in accordance with the relevant legislation.
- 10.2 Publication of the Annual Calendar of Meetings ensures advance notice is given of decision-making meetings to be held in accordance with the Access to Information Procedure Rules set out in the Council's Constitution.
- 10.3 As required by Schedule 12 of the Local Government Act 1972, a notice is published on the notice board at the Council Offices informing the public of the meetings of the Council and its Committees. If changes are made to the public notice by the Proper Officer, the notice will be updated and information fully publicised on the Council's website.

**Legal Implications reviewed by: Natasha Taylor, Deputy Monitoring Officer 13.05.21**

## Equality and Safeguarding Implications

- 11.1 There are no equality and safeguarding implications as no service, policy or organisational changes are being proposed.

## Community Safety Implications

- 12.1 There are no community safety implications.

## Environmental and Climate Change Implications

- 13.1 There are no environmental and climate change implications.

## Risk & Mitigation

- 14.1 The programme of meetings is presented for Council for approval to avoid the risk of non-compliance with legislation.

## Background Papers

- 15.1 There are no background papers.

## Appendices

- 16.1 Appendix A – Proposed Programme of Meetings 2021-2022
- 16.2 Appendix B – Principles for Programme of Meetings 2021-2022

<b>Report Author:</b>	<b>Adam Green</b> , Senior Democratic Services and Scrutiny Officer
<b>Report Author Contact Details:</b>	01664 502319 agreeen@melton.gov.uk
<b>Chief Officer Responsible:</b>	<b>Kieran Stockley</b> , Assistant Director for Governance and Democracy (Monitoring Officer)
<b>Chief Officer Contact Details:</b>	01664 504336 kstockley@melton.gov.uk