



Reigate & Banstead
BOROUGH COUNCIL
Banstead | Horley | Redhill | Reigate

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| SIGNED OFF BY | Head of Legal and Governance |
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| TO | Executive |
| DATE | Thursday, 28 January 2021 |
| EXECUTIVE MEMBER | Leader of the Council |

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| KEY DECISION REQUIRED | N |
| WARDS AFFECTED | (All Wards); |

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| SUBJECT | Calendar of Meetings 2021/22 |
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| RECOMMENDATIONS |
| The Executive is asked to consider, and recommend to Council, the draft Calendar of Meetings for the 2021/22 Municipal Year. |
| REASONS FOR RECOMMENDATIONS |
| To establish a timetable to ensure the efficient and effective conduct of Council business for the forthcoming Municipal Year. |
| EXECUTIVE SUMMARY |
| The Calendar of Meetings for 2021/22 draws upon the pattern of previous years and the ongoing impact of the COVID-19 pandemic. The Calendar is designed to ensure all business is accomplished as efficiently as possible. The comments of the Overview and Scrutiny Committee will be reported to the meeting of the Executive on 28 January 2021. The proposed Calendar of Meetings will then be approved by full Council at its meeting on 11 February 2021. |
| The Calendar of Meetings requires approval by full Council. |

BACKGROUND

1. Under the Constitution the Council approves a Calendar of Meetings for the forthcoming Municipal Year.
2. A draft Calendar will be published as an addendum to the agenda.

KEY INFORMATION

1. The Audit Committee meetings have been added to the Calendar of Meetings 2021/22 to review quarterly risk management reports, internal audit reports and to approve the Council's annual Statement of Accounts and the opinion of the external auditor on them.
2. The statutory deadline for the publication of the Council's audited Statement of Accounts for 2020/21 and the opinion of the external auditor is 31 July 2021. The Audit Committee meeting has therefore been set for Wednesday 28 July 2021 to allow enough time to meet this deadline.
3. The public meetings (Council, Executive, Overview and Scrutiny and Audit) will all start at 7.30pm as set out in the Constitution.
4. The Standards Committee at its meeting on 1 September 2020 requested to meet more than once a year, and this has been satisfied by including three meetings for 2021/22. The initial Standards Committee is expected to be brief, enabling it to be on the same evening as the Overview and Scrutiny Committee on 8 June 2021.
5. The Employment Committee meets quarterly and on a separate evening to reflect the Committee's revised Terms of Reference.
6. The Commercial Ventures Executive Sub-Committee has agreed to meet formally every two months for an hour before each Executive meeting. The informal CVESC will meet every other month (between the formal meetings) and additional meetings will be held, should a need arise.
7. As in previous years, meetings of the Licensing & Regulatory Committee and its sub-committees have not been scheduled except for the initial meetings to make appointments to the Chair. The first meeting of the Licensing & Regulatory Committee will be combined with a training session.
8. The proposed Calendar includes indicative dates for meetings at the start of the 2022/23 Municipal Year to assist with planning for future business. These dates will be confirmed as part of the Calendar of Meetings for 2022/23, subject to any revisions.
9. Amendments to the Calendar may be made at any time in the course of the year and any changes will be publicly notified as and when these occur.

LEGAL IMPLICATIONS

10. There are no legal implications.

FINANCIAL IMPLICATIONS

11. There are no financial implications.

EQUALITIES IMPLICATIONS

12. Consideration has been given to avoiding meeting dates in half term or school holidays, where possible.

COMMUNICATION IMPLICATIONS

13. All scheduled meetings will be listed in the Centralised Diary which can be viewed by both officers and Members. Members' calendars on their tablets will be automatically updated with the meetings they attend as committee members.
14. Scheduled meetings will be available to view on the Council's website. Any changes will be publicly notified as and when they occur.

CONSULTATION

15. The draft schedule has been reviewed by the Finance, Projects and Performance and Revenues, Benefits & Fraud teams.
16. The Corporate Governance Group was consulted at its meeting on 2 November 2020.
17. Leader's group considered the draft schedule at their meeting on 23 November 2020. Group Leaders were consulted on 18 November 2020.
18. Any comments by the Overview and Scrutiny Committee will be reported to the Executive on 28 January 2021.

ANNEXES

1. None.