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| Signed off by | Head of Legal and Governance |
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| To | Overview and Scrutiny Committee Executive |
| Date | Thursday, 20 January 2022 Thursday, 27 January 2022 |
| 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 2022/23 |
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| Recommendations |
| <p>The Overview and Scrutiny Committee is asked to consider the draft Calendar of Meetings for the 2022/23 Municipal Year (Annex 1) and make any observations to the Executive.</p> <p>The Executive is asked to consider, and recommend to Council, the draft Calendar of Meetings for the 2022/23 Municipal Year (Annex 1)</p> |
| 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 2022/23 draws upon the pattern of previous years. The Calendar is designed to ensure all business is accomplished as efficiently as possible. The draft Calendar of Meetings for 2022/23 was considered by Leader's on 22 November 2021 and Group Leaders on 23 November 2021. Overview and Scrutiny Committee considered the calendar on 20 January 2022. |

It will be reported to the meeting of the Executive at its meeting on 27 January 2022. The proposed Calendar of Meetings will then be approved by full Council at its meeting on 10 February 2022.

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

3. The public meetings (Council, Executive, Planning, Overview and Scrutiny, Audit and Licensing and Regulatory) will all start at 7.30pm as set out in the Constitution.
4. The Commercial Ventures Executive Sub-Committee meets formally six times a year at 6.30pm before Executive meetings. Informal meetings of CVESC will meet every other month (between the formal meetings) and additional meetings will be held, should a need arise.
5. Planning Committees are held on Wednesday evenings and in different weeks to Overview and Scrutiny Committee and Audit Committee meetings. Following discussion at Group Leaders' meeting in November, it was requested that 11 May 2022 and 10 May 2023 Planning Committees be moved so the Committee could meet before the local elections take place. This avoids needing to appoint a number of Substitutes for the Planning Committee meetings in May, if some Members of the Committee have not been re-elected, and new Committee Members have not yet been confirmed at Annual Council for the new Municipal Year). Therefore, two Planning Committees will take place in April in 2022 and 2023.
6. There are eight Overview and Scrutiny Committee meetings throughout the year (including the 'Police and Crime' Annual Community Safety Partnership Scrutiny) plus the O&S Budget Scrutiny Panel on 30 November 2022.
7. Four Audit Committee meetings have been added to the Calendar of Meetings 2022/23. The meetings will take place on Tuesday evenings at 7.30pm. These four meetings are scheduled to be in the same week as Overview and Scrutiny Committee to fit in with reporting to Executive meetings and to avoid meeting in the same week as Planning Committee. It also needs to fit in with reporting deadlines up to Executive ie Performance, Risk and Audit reports.
8. The Audit Committee reviews quarterly risk management reports, internal and external audit reports and approves the Council's annual Statement of Accounts and the opinion of the external auditor on them. The statutory deadline for the publication of the Council's audited Statement of Accounts for 2022/23 and the opinion of the external auditor is to be confirmed for local authorities by the Government and

Treasury. An additional Audit Committee meeting will be scheduled once the deadline is confirmed.

9. 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 on 1 June 2022 will be combined with a training session.
10. The Standards Committee meets three times a year. The first Standards Committee for the Municipal Year 2022/23 is expected to be brief taking place on 7 June 2022.
11. The Employment Committee meets quarterly and on a separate evening to reflect the Committee's Terms of Reference. The Employment Committee is meeting on 3 November 2022 (rather than September) to allow for the Draft Pay Policy Statement reporting deadlines.
12. The Governance Task Group which reports on Constitution and governance matters to Council is scheduled to meet five times a year from 6pm). It is not a formal public committee meeting but similar to the O&S Budget Scrutiny Panel, is included on the schedule for reference.
13. The Corporate Governance Group requested whether October 2022 and February 2023 half term dates could be avoided. It was proposed that Overview and Scrutiny Committees were moved to alternative weeks – 13 October 2022 (from 20 October) and 23 February 2023 (from 16 February 2023).
14. A provisional Executive meeting has been added – 27 October 2022 – to schedule business, if required. This followed a request at Group Leaders' meeting in November to reconsider scheduling between September to November. It was confirmed that the Budget/Service and Financial Planning report that comes to Executive will stay in November's Executive meeting.
15. The proposed Calendar includes indicative dates for meetings at the start of the 2023/24 Municipal Year to assist with planning for future business. These dates will be confirmed as part of the Calendar of Meetings for 2023/24, subject to any revisions.
16. Amendments to the Calendar may be made at any time in the course of the year, in consultation with the relevant Chair, and any changes will be publicly notified as and when these occur.

Legal Implications

17. There are no legal implications

Financial Implications

18. There are no financial implications.

Equalities Implications

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

Communication Implications

20. Members' calendars on their tablets will be automatically updated with the meetings they attend as committee members. All scheduled meetings will also be sent via Outlook Calendars to Officers and Members and be listed in the Centralised diary.
21. Scheduled meetings will be available to view on the Council's website. Any changes will be publicly notified as and when they occur.

Consultation

22. The draft schedule has been reviewed by the Interim Head of Finance, Project and Performance Team Leader, Head of Planning, Head of Organisational Development and Revenues, Benefits & Fraud manager.
23. The Corporate Governance Group (Officer group) was consulted at its meeting on 11 November 2021.
24. Leader's group will consider the draft schedule at their meeting on 22 November 2021. Group Leaders will be consulted on 23 November 2021.
25. Any comments by the Overview and Scrutiny Committee from its meeting on 20 January 2022 will be reported to the Executive on 27 January 2022.
26. Full Council to approve the final Calendar of Meetings 2022/23 at its meeting on 10 February 2022.

Annex 1

1. Annex 1 – Draft Calendar of Meetings 2022/23 dates.