



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

<b>SIGNED OFF BY</b>	Head of Legal and Governance
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<b>TO</b>	Executive
<b>DATE</b>	Thursday, 30 January 2020
<b>EXECUTIVE MEMBER</b>	Leader of the Council

<b>KEY DECISION REQUIRED</b>	N
<b>WARDS AFFECTED</b>	N/A

<b>SUBJECT</b>	Calendar of Meetings 2020/21
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<b>RECOMMENDATION</b>
<b>The Executive is asked to consider and recommend to Council, the draft Calendar of Meetings for the 2020/21 Municipal Year.</b>
<b>REASONS FOR RECOMMENDATION</b>
To establish a timetable to ensure the efficient and effective conduct of Council business for the forthcoming Municipal Year.
<b>EXECUTIVE SUMMARY</b>
The Calendar of Meetings for 2020/21 draws upon the pattern of previous years and is designed to ensure all business is accomplished as efficiently as possible. .The proposed Schedule of Meetings will then be approved by full Council at its meeting on 13 February 2020.
<b>The Calendar of Meetings requires approval by full Council.</b>

## **BACKGROUND**

1. Under the Constitution the Council approves a Calendar of Meetings for the forthcoming Municipal Year.
2. A draft schedule is attached to this report at Annex 1.

## **KEY INFORMATION**

The following points have been considered in preparing the draft calendar:

- The Employment Committee meets quarterly and on a separate evening to reflect the Committee's revised Terms of Reference.
- 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).
- The deadline for the publication of the Council's annual Statement of Accounts and the opinion of External Auditors is 31 July 2020. The Executive meeting has therefore been set for Tuesday 28 July 2020 to allow enough time to finalise the Statement of Accounts. In 2021, the Executive meeting will be moved to Tuesday 27 July 2021.
- Leader's group requested an additional Executive meeting in mid-August 2020, as a contingency date, in case it was needed.
- As in previous years, meetings of the Licensing & Regulatory Committee and its sub-committees and the Standards Committee 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.
- As the initial meeting of the Standards Committee is expected to be brief, this has been scheduled on the same evening as the Overview and Scrutiny Committee on 11 June 2020.
- The proposed schedule includes indicative dates for meetings at the start of the 2021-22 Municipal Year to assist with planning for future business. These dates will be confirmed as part of the Schedule of Meetings for 2021-22, subject to any revisions.
- Amendments to the schedule may be made at any time in the course of the year and any changes will be publicly notified as and when these occur.
- The Overview & Scrutiny Committee made no comments on the public meetings listed but asked if informal meetings such as sub-committees and planning forums could be added to an internal Calendar.

## **LEGAL IMPLICATIONS**

3. There are no legal implications.

**FINANCIAL IMPLICATIONS**

4. There are no financial implications.

**EQUALITIES IMPLICATIONS**

5. There are no equalities implications

**COMMUNICATION IMPLICATIONS**

6. 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.
7. Scheduled meetings will be available to view on the Council's website. Any changes will be publicly notified as and when they occur.

**CONSULTATION**

8. The draft schedule has been reviewed by the Finance, Projects and Performance and Revenue and Benefits teams.
9. The Corporate Governance Group was consulted at its meeting on 22 October 2019.
10. Leader's group considered the draft schedule at their meeting on 11 November 2019. Group Leaders were consulted on 25 November 2019.
11. The Overview and Scrutiny Committee considered the draft Calendar at its meeting on 17 December 2019 and its comment is included in this report.

**ANNEXES**

1. The draft schedule is attached to this report as Annex 1.