



REPORT of DIRECTOR OF STRATEGY, PERFORMANCE AND GOVERNANCE

to
COUNCIL
19 DECEMBER 2019

SCHEDULE OF MEETINGS 2020 / 21

1. PURPOSE OF THE REPORT

- 1.1 A draft schedule of meetings for the 2020 / 21 municipal year is presented for the Council's consideration.

2. RECOMMENDATION

That the schedule of meetings for 2020 / 21 attached as **APPENDIX 1** be approved.

3. SUMMARY OF KEY ISSUES

- 3.1 At its meeting on 14 February 2019, as part of the Transformation Programme, the Council approved the following cycle of meetings for the new Committee structure.

| Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 |
|------------------------|-----------------------------------|-----------------------|---------------|---------------|---------------|
| Strategy and Resources | Performance, Governance and Audit | Overview and Scrutiny | | | Council |

- 3.2 The draft schedule of meetings for 2020 / 21 (**APPENDIX 1**) has been prepared in accordance with the above cycle. Please note that the Joint Standards, Licensing, Licensing Sub and Investigating & Disciplinary Committees and the Appointments Board, are not included as meetings of these are arranged as and when required.
- 3.3 The requirements and suggestions of the Corporate Leadership Team and other lead Officers have been included within this schedule.
- 3.4 **Area Planning Committees**
- 3.4.1 So far as is possible, the Area Planning Committees are on a four-weekly cycle and held on consecutive weeks.
- 3.5 **District Planning Committee meetings**
- 3.5.1 This schedule includes provision for meetings of the District Planning Committee to meet the requirement to determine applications of 'development of strategic and

major interest'. It should be noted that these meeting are *provisional* dates and the final dates and times will be provided nearer the time.

3.6 Recess

- 3.6.1 Save for the need to continue the cycle of Area Planning Committees, there is a three week recess in August, a two week recess Christmas and two week at Easter for non-planning meetings. These recess' have been planned to fall during school holiday dates as advertised by Essex County Council.

4. CONCLUSION

- 4.1 It is considered that the schedule attached as **APPENDIX 1** represents a framework for meetings of the Council and its Committees.

5. IMPACT ON STRATEGIC THEMES

- 5.1 An efficient and effective committee structure supports the Councils Performance and Efficiency Theme, and Planning For the Future Theme, specifically contributing to, 'An open and transparent organisation'.

6. IMPLICATIONS

- (i) **Impact on Customers** – None, provided that an adequate framework is in place for the Council and its Committees to operate and transact business.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – None.
- (iv) **Impact on Financial (Resources and Human)** – None, unless linked to any particular requirements resulting from the operation of the Overview and Scrutiny Committee.
- (v) **Impact on the Environment** – None.

Background Papers: None.

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