



**REPORT of
DIRECTOR OF STRATEGY, PERFORMANCE AND GOVERNANCE**

to
COUNCIL
1 OCTOBER 2020

REVISED SCHEDULE OF MEETINGS - OCTOBER 2020 - APRIL 2021

1. PURPOSE OF THE REPORT

- 1.1 A draft schedule of meetings October 2020 – April 2021 is presented for the Council’s consideration.

2. RECOMMENDATION

That the revised schedule of meetings for October 2020 – April 2021, attached as **APPENDIX 1**, be approved.

3. SUMMARY OF KEY ISSUES

- 3.1 At its meeting on 6 August 2020 the Council agreed that:
- (i) that all suspended Committees be reinstated from 7 September 2020 with all Council and Committee meetings to be held remotely until legislation changes;
 - (ii) that regular Council and Committee meetings be scheduled with a 6pm start time from October 2020, with the exception of the Performance Governance and Audit (PGA) Committee which will start at 2pm (allowing for input of external agencies), and these arrangements be reviewed after six months. Ad-hoc Committee meetings, such as the Joint Standards Committee, are to be scheduled as required at a time to suit;
 - (iii) a revised schedule of meetings be brought to the next meeting of the Council for approval.
- 3.2 A revised schedule of meetings from October 2020 to April 2021 has been prepared and is attached at **APPENDIX 1** to this report.
- 3.3 Members’ attention is drawn to the following points taken into consideration when preparing the revised schedule of meetings:
- Meetings have been scheduled in accordance with the cycle of meetings agreed by the Council on 14 February 2019;

- As per previous communications to Members, the Statutory Annual meeting of the Council is taking place on Thursday 5 November 2020;
- So far as is possible, the Area Planning Committees are on a four-weekly cycle and held on consecutive weeks;
- Meetings of the District Planning Committee are *provisional* dates and the final dates and times will be provided nearer the time;
- Save for the need to continue the cycle of Area Planning Committees, there is 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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