



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

to
COUNCIL
17 DECEMBER 2020

SCHEDULE OF MEETINGS

1. PURPOSE OF THE REPORT

- 1.1 A draft schedule of meetings for the 2021 / 22 municipal year is presented for the Council’s consideration.
- 1.2 Additionally, a proposed updated schedule for 2020 / 21 to reflect budget deadlines is provided for consideration.

2. RECOMMENDATION

That the Schedule of Meetings for 2021 / 22 (**APPENDIX 1**) and the updated Schedule for 2020 / 21 (**APPENDIX 2**) 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 2021 / 22 (**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 **Overview and Scrutiny Committee meetings**

- 3.6.1 The Council at this meeting is due to consider the report of the Corporate Governance Working Group (CGWG). One of the recommendations coming forward from CGWG is:

That from May 2021, Overview and Scrutiny Committee meetings are scheduled as required for a scrutiny item, rather than part of the regular schedule.

- 3.6.2 In light of the recommendation the schedule at **APPENDIX 1** does not currently include any scheduled meetings of the Overview and Scrutiny Committee.

3.7 **Recess**

- 3.7.1 Save for the need to continue the cycle of Area Planning Committees, there is a four-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.

3.8 **Schedule of Meetings 2020 / 21 - Budget setting**

- 3.8.1 For 2021 an extraordinary meeting of the Council is proposed for Tuesday 23 February to allow for the budget setting deadlines. The Schedule still provides for a Council meeting on 4 February 2021, to review other items of Council business outside of the budget process.

- 3.8.2 In light of the above extraordinary Council to consider budget setting, the following further adjustments are proposed to the Schedule of meetings for 2020 / 21:

- the Strategy and Resources Committee meeting scheduled for February 2021 is moved to Thursday 28 January 2021;
- the District Planning Committee meeting scheduled for 28 January 2021 moves to Wednesday 3 February 2021.

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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