



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

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**to  
COUNCIL  
15 DECEMBER 2022**

**SCHEDULE OF MEETINGS 2023 / 24**

**1. PURPOSE OF THE REPORT**

- 1.1 A draft schedule of meetings for the 2023 / 24 municipal year is presented for the Council's consideration.

**2. RECOMMENDATION**

That the schedule of meetings for the 2023 / 24 municipal year be approved, either as set out at **APPENDIX 1** with Area Planning Committees, or at **APPENDIX 2** with a single planning Committee.

**3. SUMMARY OF KEY ISSUES**

- 3.1 Since February 2019, Maldon District Council has been working to an agreed six weekly cycle.
- 3.2 The draft schedule options have been largely prepared in accordance with the above cycle. Please note that the Joint Standards, Overview and Scrutiny, 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 Meetings** – for the schedule with these included, so far as is possible, the Area Planning Committees are on a four-weekly cycle and held on consecutive weeks. As highlighted in reports to Council in September 2021, area planning schedules add a resource burden to officers, and managing three of these also increases the chance that meetings will run for small item numbers or be cancelled due to lack of business.
- 3.5 **District Planning Committee Meetings** - 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** - 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 weeks 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 options attached as **APPENDICES** represents a framework for meetings of the Council and its Committees. Members are invited to adopt as relevant considering the wider Area Planning Committee paper.

#### 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.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – – The Planning Advisory Service highlighted the individual Area Planning Committees to be against best practice for objectivity in decision making, so the schedule options include with area planning and with a single planning Committee.
- (iv) **Impact on Resources (financial)** – None
- (v) **Impact on Resources (human)** – As highlighted and reported with the previous schedule of meetings, the individual scheduled Area Planning Committee meetings add a resource pressure.
- (vi) **Impact on the Environment** – None.
- (vii) **Impact on Strengthening Communities** – None.

Background Papers: None.

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