

23 November 2020

<b>Report of</b>	<b>Assistant Director , Corporate and Improvement</b>	<b>Author</b>	<b>Jan Mooney</b> ☎ 282294
<b>Title</b>	<b>Calendar of meetings 2021-2022</b>		
<b>Wards affected</b>	<b>Not applicable</b>		

## 1. Executive Summary

- 1.1 This report invites Cabinet to agree a calendar of meetings for the 2021-2022 municipal year.

## 2. Recommended Decision

- 2.1 Cabinet is requested to approve the draft Calendar of Meetings for the next municipal year from May 2021 to April 2022.
- 2.2 To delegate authority to cancel meetings to the Chairman of the relevant Committee/Panel in conjunction with the Assistant Director, Corporate and Improvement.

## 3. Reason for Recommended Decision

- 3.1 The Calendar of Meetings needs to be determined so that decisions for the year can be timetabled into the respective work programmes and the Forward Plan.
- 3.2 Advance notice of the Calendar of Meetings needs to be made available to Councillors and to external organisations, parish councils and other bodies with which the Council works in partnership and to those members of the public who may wish to attend meetings of the Council and make representations.
- 3.3 Dependant on the form meetings will take in the next municipal year, meeting rooms may also need to be reserved as soon as possible so that room bookings can be made for private functions by private individuals, external organisations and internal Council groups.
- 3.4 A formal arrangement needs to be in place for the cancellation of meetings that no longer need to be held.

## 4. Alternative Options

- 4.1 This proposal has been largely devised based on the current meeting structure and frequency. It would be possible to devise alternative proposals using different criteria.

## **5. Background Information**

5.1 A draft calendar of meetings for 2021-22 is attached at Appendix A. This is largely based on the current meeting structure, frequency and pattern of meetings. The following criteria have been used in preparing the draft calendar:-

- The Municipal Year to begin with the Annual Meeting on 26 May 2021, following the borough elections on 6 May 2021.
- No Cabinet or Revolving Investment Fund Committees meetings in the six weeks before the elections in May 2022;
- Full Council meetings not to be held during school holidays, with the exception of the Annual Meeting.
- Political group meetings in advance of meetings of Council and Cabinet
- No meetings of Council or Cabinet/Revolving Investment Fund Committee or Scrutiny Panel during the party-political conference season in late September/early October.

5.2 The Calendar of Meetings 2021-22 comprises:-

- Council – the Annual Meeting plus four Council meetings. Council meetings are scheduled for Wednesdays, with the exception of the December meeting, which is scheduled for a Thursday to avoid the difficulties caused by the clash with late night shopping that would ensue if the meeting were held on Wednesday. A Special Council meeting is also provisionally scheduled for early September, in case there is the need to appoint Alderman in the wake of the elections in May 2021.
- Cabinet – seven meetings on a Wednesday.
- Environment and Sustainability Panel - six meetings, mainly on a Thursday
- Governance and Audit Committee – six meetings on a Tuesday. These have been scheduled to ensure the approval of the Statement of Accounts at the appropriate time.
- Local Plan Committee – six meetings, mainly on a Monday.
- Licensing Committee – six meetings on a Wednesday. A number of Sub-Committee hearings are also scheduled on Friday mornings. Not all of these will necessarily be used as hearings are scheduled on ad-hoc basis as required.
- Planning Committee – 20 meetings on a Thursday. These are scheduled on a three weekly cycle between June – October, with a two weekly cycle throughout most of the rest of the year.
- Policy Panel – six meetings on a Wednesday.
- Revolving Investment Fund Committee – six meetings on a Wednesday.

- Scrutiny Panel – eight meetings on a Tuesday. In addition two Crime and Disorder Committee meetings have been scheduled for September 2021 and February 2022.
- Eight member training sessions between June 2021 and March 2022;
- Occasionally it proves necessary to schedule additional meetings of Committee and Panels at short notice. Six “reserve” dates have been included in the Calendar where meeting rooms will be booked. This will facilitate the scheduling of additional/urgent meetings. These meeting dates will not be used unless needed.
- The following Civic events have also been included for completeness:

Opening of the Oyster Fisheries: 3 September 2021  
Oyster Feast 29 October 2021

- 5.3 It is not possible at this stage to be definitive about the form Council decision making meetings will take in the 2021-22 municipal year. The Covid 19 pandemic and Government guidance and regulations required that the Council’s decision making meetings be held remotely. The regulations are time limited and expire in May 2021. The Governance and Audit Committee recommended to Council that all meetings continue to be held remotely for the remainder of the municipal year, but the situation be kept under review in the light of evolving government guidance and legal requirements. It also recommended the possibility of hybrid meetings or face to face meetings be considered once guidance and legislation allowed this and following a Covid 19 health and safety assessment for each meeting. It also proposed that the Council lobby the Government for an extension of the regulations to enable remote and hybrid meetings continue beyond May 2021. These recommendations will be considered by Council in December 2020.

## **6. Financial implications**

- 6.1 In general terms the costs are those associated with the meetings process. The nature and extent of the costs will depend on the form meetings take in the 2021-22 municipal year. .

## **7. Consultation**

- 7.1 Consultation has been undertaken with the Executive Management Team and Assistant Directors. In addition the Mayor and Deputy Mayor have been consulted on the dates of Full Council meetings.

## **8. Publicity Implications**

- 8.1 The dates of council meetings will be published on the Council’s website. They are also advertised at the Library and Community Hub and distributed to parish council.

## **9. Equality and Diversity Implications**

- 9.1 An Equality Impact Assessment covering the Council’s decision making and meetings processes has been completed and can be found by on the Council’s website [www.colchester.gov.uk](http://www.colchester.gov.uk) following the route: Home/Council and Democracy/Polices, Strategies and Performance/Equality and Diversity/Equality Impact Assessments/Decision Making and Meetings or by clicking on the link below:-

**10. Environmental and Sustainability Implications**

- 10.1 This will depend on the form that meetings take in the 2021-22 municipal year. There are clear environment and sustainability benefits from holding meetings remotely in that remote meetings reduce car journeys and CO2 emissions from journeys and to and from the Town Hall for meetings, and reduce the electricity consumption in the Town Hall.

**11. Standard References**

- 11.1 It is considered that there are no direct Strategic Plan references, human rights, health, wellbeing and community safety, health and safety and risk management implications raised by this report.

**Appendices**

Appendix A – Draft calendar of meetings 2021-2022

**Background Papers**

None

## APPENDIX A - 2021

		May		June		July		August
Mon								
Tue			1					
Wed			2	Licensing Committee				
Thu			3		1			
Fri			4	*Licensing Sub-Committee	2			
Sat	1		5		3			
Sun	2		6		4		1	
Mon	3	BANK HOLIDAY	7	Groups	5	Groups	2	Local Plan Committee
Tue	4		8	Scrutiny Panel	6		3	
Wed	5		9	Cabinet	7	Cabinet	4	Policy Panel
Thu	6	Elections	10	Local Plan Committee	8	Planning Committee	5	
Fri	7		11		9		6	
Sat	8		12		10		7	
Sun	9		13		11		8	
Mon	10		14	Reserve Meeting Date	12	Groups	9	
Tue	11		15	Training	13		10	
Wed	12		16	Policy Panel	14	Council	11	Revolving Investment Fund Committee
Thu	13		17	Planning Committee	15	Training	12	
Fri	14		18		16	*Licensing Sub-Committee	13	*Licensing Sub-Committee
Sat	15		19		17		14	
Sun	16		20		18		15	
Mon	17		21		19		16	
Tue	18		22	Governance and Audit Committee	20	Scrutiny Panel	17	Scrutiny Panel
Wed	19		23	Revolving Investment Fund Committee	21	Licensing Committee	18	
Thu	20		24	Environment and Sustainability Panel	22		19	Planning Committee
Fri	21		25		23		20	
Sat	22		26		24		21	
Sun	23		27		25		22	
Mon	24	Groups	28		26		23	
Tue	25		29		27	Governance and Audit Committee	24	
Wed	26	Annual Meeting	30	Licensing Sub-Committee Hearing	28	Reserve Meeting Date	25	
Thu	27	Planning Committee			29	Planning Committee	26	
Fri	28				30		27	
Sat	29				31		28	
Sun	30						29	
Mon	31	Bank Holiday					30	Bank Holiday
							31	

Daytime meeting

Light shading = Essex school holidays

LGA Conference July 2021

2021

		September		October		November		December
Mon					1			
Tue					2	Training		
Wed	1	Cabinet			3	Revolving Investment Fund Committee	1	
Thu	2	Training			4	Planning Committee	2	Council
Fri	3	Opening of the Oyster Fishery	1		5		3	
Sat	4		2		6		4	
Sun	5		3		7		5	
Mon	6		4	Local Plan Committee	8		6	
Tue	7	Governance and Audit Committee	5	Training	9	Scrutiny Panel	7	
Wed	8	Special Council meeting	6		10	Licensing Committee	8	Revolving Investment Fund Committee
Thu	9	Planning Committee	7		11	Reserve Meeting Date	9	Planning Committee
Fri	10		8		12	*Licensing Sub-Committee	10	*Licensing Sub-Committee
Sat	11		9		13		11	
Sun	12		10		14		12	
Mon	13		11	Groups	15	Groups	13	Local Plan Committee
Tue	14	Crime and Disorder Committee	12	Scrutiny Panel	16		14	Scrutiny Panel
Wed	15	Reserve Meeting Date	13	Cabinet	17	Cabinet	15	
Thu	16	Environment and Sustainability Panel	14		18	Planning Committee	16	
Fri	17	*Licensing Sub-Committee	15	*Licensing Sub-Committee	19		17	
Sat	18		16		20		18	
Sun	19		17		21		19	
Mon	20		18	Groups	22		20	
Tue	21		19	Governance and Audit Committee	23	Governance and Audit Committee	21	
Wed	22	Policy Panel	20	Council	24	Policy Panel	22	
Thu	23		21	Planning Committee	25	Environment and Sustainability Panel	23	
Fri	24		22		26		24	
Sat	25		23		27		25	Christmas Day
Sun	26		24		28		26	
Mon	27		25		29	Groups	27	Bank Holiday
Tue	28		26		30		28	Bank Holiday
Wed	29	Licensing Committee	27				29	
Thu	30	Planning Committee	28				30	
Fri			29	Oyster Feast			31	
Sat			30					
Sun			31					
Mon								
Tue								

\*Daytime meeting. Light shading = Essex school holiday; Party Conferences, Lab September Lib Dem September, Cons Oct

2022

		January		February		March		April
Mon								
Tue			1		1	Training		
Wed			2	Revolving Investment Fund Committee	2	Policy Panel		
Thu			3	Planning Committee	3	Planning Committee		
Fri			4		4		1	
Sat	1		5		5		2	
Sun	2		6		6		3	
Mon	3	Bank Holiday	7	Local Plan Committee	7	Groups	4	Local Plan Committee
Tue	4		8	Training	8		5	
Wed	5	Reserve Meeting Date	9		9	Cabinet	6	
Thu	6	Planning Committee	10		10		7	
Fri	7		11	*Licensing Sub-Committee	11	*Licensing Sub-Committee	8	*Licensing Sub-Committee
Sat	8		12		12		9	
Sun	9		13		13		10	
Mon	10		14		14		11	
Tue	11	Training	15	Crime and Disorder Committee	15	Scrutiny Panel	12	
Wed	12	Policy Panel	16	Reserve Meeting Date	16	Revolving Investment Fund Committee	13	
Thu	13	Environment and Sustainability Panel	17	Planning Committee	17	Planning Committee	14	Planning Committee
Fri	14	*Licensing Sub-Committee	18		18		15	Bank Holiday
Sat	15		19		19		16	
Sun	16		20		20		17	
Mon	17		21	Groups	21		18	Bank Holiday
Tue	18	Governance and Audit Committee	22		22	Environment and Sustainability Panel	19	
Wed	19	Licensing Committee	23	Council	23	Licensing Committee	20	
Thu	20	Planning Committee	24	Environment and Sustainability Panel	24		21	
Fri	21		25		25		22	
Sat	22		26		26		23	
Sun	23		27		27		24	
Mon	24	Groups	28		28		25	
Tue	25	Scrutiny Panel			29		26	
Wed	26	Cabinet			30		27	
Thu	27				31	Planning Committee	28	Planning Committee
Fri	28						29	
Sat	29						30	
Sun	30							
Mon	31							

nc \* Daytime meeting; Light shading = Essex school holidays

		<b>May</b>
Sat		
Sun	1	
Mon	2	<b>Bank Holiday</b>
Tue	3	
Wed	4	
Thu	5	<i>Elections</i>
Fri	6	
Sat	7	
Sun	8	
Mon	9	
Tue	10	
Wed	11	
Thu	12	
Fri	13	
Sat	14	
Sun	15	
Mon	16	
Tue	17	
Wed	18	
Thu	19	
Fri	20	
Sat	21	
Sun	22	
Mon	23	
Tue	24	
Wed	25	<b>Annual Meeting</b>
Thu	26	
Fri	27	
Sat	28	
Sun	29	
Mon	30	<b>Bank Holiday</b>
	31	