

**20 November 2019**

<b>Report of</b>	<b>Assistant Director , Policy and Corporate</b>	<b>Author</b>	<b>Richard Clifford</b> ☎ <b>507832</b>
<b>Title</b>	<b>Calendar of meetings 2020-2021</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 2020-2021 municipal year.

## **2. Recommended Decision**

- 2.1 Cabinet is requested to approve the draft Calendar of Meetings for the next municipal year from May 2020 to April 2021.
- 2.2 To delegate authority to cancel meetings to the Chairman of the relevant Committee/Panel in conjunction with the Assistant Director, Policy and Corporate.

## **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 The meeting rooms 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 2020-21 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 27 May 2020, following the borough elections on 7 May 2020.
- No Cabinet or Revolving Investment Fund Committees meetings in the six weeks before the elections in May 2021;
- 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 2020-21 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.
- Cabinet – seven meetings on a Wednesday.
- 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 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.
- Scrutiny Panel – eight meetings on a Tuesday. In addition two Crime and Disorder Committee meetings have been scheduled for September 2020 and February 2021.
- Policy and Public Initiatives Panel – six meetings on a Wednesday.
- Revolving Investment Fund Committee – six meetings on a Wednesday.
- Eight member training sessions between June 2019 and March 2020;
- 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: 4 September 2020  
Oyster Feast 30 October 2020

## **6. Financial implications**

- 6.1 In general terms the costs are those associated with the meetings process such as the number of panels/committee, hallkeeping charges and agenda printing costs. The costs are covered by existing budgets.

## **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:-

[Decision Making and Meetings EQIA](#)

## **10. Standard References**

- 10.1 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 2020-2021

## **Background Papers**

None

# Appendix A 2020

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

Daytime meeting

Light shading = Essex school holidays

LGA Conference 30 June – 2 July 2020

# 2020

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

\*Daytime meeting. Light shading = Essex school holiday; Party Conferences, Lab 19-23 September Lib Dem 26-29 September, Cons 4-7 Oct

## 2021

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

\* Daytime meeting; Light shading = Essex school holidays

**2021**

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

