



**To:**  
**All members of the**  
**Corporate Policy and Resources**  
**Committee**

*Please reply to:*  
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Date: 4 March 2022

### Supplementary Agenda

#### **Corporate Policy and Resources Committee - Monday, 14 March 2022**

Dear Councillor

I enclose the following items which were marked 'to follow' on the agenda for the Corporate Policy and Resources Committee meeting to be held on Monday, 14 March 2022:

**10. Calendar of Meetings 2022-2023**

**3 - 12**

To note the draft calendar of meetings for the 2022/23 municipal year, following consideration by the Committee System Working Group.

Yours sincerely

Gary Lelliott  
Corporate Governance

**Spelthorne Borough Council, Council Offices, Knowle Green**

**Staines-upon-Thames TW18 1XB**

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To the members of the Corporate Policy and Resources Committee

Councillors:

L. E. Nichols (Chairman)	A. Brar	V.J. Leighton
J.R. Sexton (Vice-Chairman)	S. Buttar	S.C. Mooney
C.F. Barnard	S.M. Doran	R.J. Noble
I.J. Beardsmore	S.A. Dunn	O. Rybinski
J.R. Boughtflower	N. Islam	V. Siva

Substitute Members: Councillors: C. Bateson, J.T.F. Doran, T. Fidler, H. Harvey,  
D. Saliagopoulos, R.A. Smith-Ainsley and J. Vinson

# Corporate Policy and Resources Committee



14 March 2022

<b>Title</b>	Calendar of Meetings 2022-23
<b>Purpose of the report</b>	To make a recommendation to Council
<b>Report Author</b>	Gary Lelliott, Principal Committee Manager
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	Not Applicable
<b>Corporate Priority</b>	Community Affordable housing Recovery Environment Service delivery
<b>Recommendations</b>	<b>Committee is asked to:</b>  1. <b>Recommend Council approve the calendar of meetings for 2022-2023 as set out in Appendix 1.</b> 2. <b>Note that alterations may be made to the calendar of meetings prior to it being agreed by Council, where such amendments become necessary.</b>
<b>Reason for Recommendation</b>	<b>The calendar of meetings provides a framework for the democratic and decision-making procedures that will underpin the delivery of the Council's key corporate priorities.</b>

## 1. Summary of the report

- 1.1 This report proposes a schedule of Council and committee meetings (Appendix 1) to enable the consideration of Council business during the period from May 2022 to July 2023.

## 2. Key issues

- 2.1 Meetings of the Council have been scheduled with the following general principles in mind, to enable effective decision-making whilst making the best use of resources available:

- i) Avoidance of Surrey school holidays wherever possible. It is not possible to additionally accommodate the differing holiday periods of private schools.

- ii) Maintaining the current scheduling of full Council meetings i.e. meetings in July, October, December, February and April and the Annual (Mayor making) meeting in May.
  - iii) Committee meetings have been programmed to ensure that matters which need to be referred on to the Corporate Policy and Resources Committee and/or Council can proceed in a timely way, thereby enabling the Council to implement its priorities and strategies, as well as fulfil its constitutional and legal obligations.
  - iv) The Regulatory and Administrative Committees feed directly into Council (i.e. Planning, Licensing, Audit, Standards and Administrative)
  - v) Each committee meets wherever possible on the same day of the week.
  - vi) Licensing Committee primarily meets as a daytime sub-committee and those meetings are arranged as and when required. Rather than schedule a monthly Licensing Committee which is likely to be cancelled, this committee can be scheduled as and when we are notified of business.
- 2.2 Having reviewed the quantity and type of business (reports for noting versus those for decision), that the various committees have had to consider in the past 6 months, the following changes to the frequency of meetings were proposed and agreed by the Committee System Working Group at its meeting on 9 March 2022:
- Corporate Policy and Resources –7 meetings
  - Environment and Sustainability – increase from 5 to 7 meetings
  - Neighbourhood Services, Community Wellbeing and Housing – decrease from 5 to 4 meetings
  - Economic Development - decrease from 5 to 3 meetings
  - Administrative – decrease from 4 to 3 meetings
- 2.3 Committee chairs have the ability to call additional or extraordinary meetings, when required, to accommodate urgent or unscheduled matters of business.
- 2.4 The Chief Finance Officer has been consulted on the suitability of dates to enable financial reports to be ready for consideration at the relevant service committees on a timely basis.
- 3. Options analysis and proposal**
- 3.1 The calendar of meetings provides a framework for the democratic and decision-making processes that will underpin the delivery of the Council's key priorities. It is proposed to agree the dates as set out in Appendix 1.
- 4. Financial implications**
- 4.1 The cost of administering the proposed meetings will be met from within existing budgets.

**5. Other considerations**

- 5.1 When considering committee meeting dates and frequencies, Councillors should be mindful of the resources available to service these meetings.

**6. Equality and Diversity**

- 6.1 There are no implications arising from this report.

**7. Sustainability/Climate Change Implications**

- 7.1 There are no implications arising from this report.

**8. Timetable for implementation**

- 8.1 Once agreed by Council, the calendar of meetings will be published on the Council's website and implemented from May 2022.

**9. Contact**

- 9.1 Gary Lelliott, g.elliott@spelthorne.gov.uk

**Background papers:** There are none.

**Appendices:**

**Appendix 1 – proposed calendar of meetings schedule**

**Appendix 2 – proposed calendar of meetings year planner 2022 in colour**

**Appendix 3 – proposed calendar of meetings year planner 2023 in colour**

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# Calendar of Meetings May 2022 to July 2023

## Appendix 1

Meeting	May 22	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan23	Feb	Mar	Apr	May	Jun	July
<b>Council</b> <b>Thursday</b>	<b>ACM</b> <b>26</b>		14			20		8		23		20	<b>ACM</b> <b>25</b>		13
<b>Corporate Policy &amp; Resources Committee</b> <b>Monday</b>			11		12	10	28		16	20		17		5	3
<b>Environment and Sustainability Committee</b> <b>Tuesday</b>			5		6	11	8		10		14	25		27	
<b>Economic Dev Committee</b> <b>Thursday</b>		9			29				12					15	
<b>Community Wellbeing Committee</b> <b>Tuesday</b>		14			20				17		28			13	
<b>Planning Committee</b> <b>Wednesday</b>		1, 29	27	24	21	19	16	14	11	8	8	5, 26	31	28	26
<b>Neighbourhood Services Committee</b> <b>Thursday/*Weds</b>		30				6 *C&D			5		29*			22	
<b>Administrative Committee</b> <b>Thursday</b>			7				10				16				6
<b>Audit Committee</b> <b>Thursday</b>			28				24				23				
<b>Standards Committee</b> <b>Wednesday</b>		22				13				1					
<b>Borough Election</b>													4		
<b>Bank Holidays</b> <b>Council Offices closed</b>	2	2,3		29				26, 27	2			7, 10	1, 29		

\*C&D = Crime and Disorder. The Council has a statutory duty to review crime and disorder matters once a year.

1. Licensing Committees and Sub-Committees will be scheduled as and when required
2. There are no Planning committees planned for May 2022 as based on a 4-weekly cycle the meeting would fall on the day before Annual Council. The Planning Development Manager has confirmed it is acceptable to restart on 1 June 2022. A special meeting can be called if there is urgent business.





2022 Year Planner

Appendix 2

2022	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T
January						1 2	3 Bank Holid ay	4	5 Planning	6	7	8 9	10	11	12	13 NS	14	15 16	17	18 E&S	19	20	21	22 23	24	25 ED	26	27	28	29 30	31	
February		1 CWH	2 Planning	3	4	5 6	7 CPR	8	9	10 Admin	11	12 13	14	15	16	17	18	19 20	21	22	23	24 Council	25	26 27	28							
March		1	2 Planning	3 NS	4	5 6	7	8 E&S	9	10	11 Lib De m PC	12 13	14 CPR	15	16 Standards	17	18	19 20	21 SJC	22 ED	23	24 Audit	25	26 27	28	29 CWH	30 Planning	31				
April					1	2 3	4	5	6	7	8	9 10	11	12	13	14	15 Ba nk Ho lid ay	16 17	18 Bank Holi day	19 CPR	20	21 Admin	22	23 24	25	26	27 Planning	28 Council	29	30		
May						1	2 Bank Holid ay	3	4	5	6	7 8	9	10	11	12	13	14 15	16	17	18	19	20	21 22	23	24	25	26 Annual Council	27	28 29	30	31
June			1 Planning *5	2 Bank Hol	3 Bank Hol	4 5	6	7	8	9 ED	10	11 12	13	14 CWH	15	16	17	18 19	20	21	22 Standards	23	24	25 26	27	28 LGA Conference	29 Planning LGA Conference	30 NS LGA Conference				
July					1	2 3	4	5 E&S	6	7 Admin +	8	9 10	11 CPR	12	13	14 Council	15	16 17	18 SJC	19	20	21	22	23 24	25	26	27 Planning	28 Audit	29	30 31		
August	1	2	3	4	5	6 7	8	9	10	11	12	13 14	15	16	17	18	19	20 21	22	23	24 Planning	25	26	27 28	29 Bank Holiday	30	31					
September				1	2	3 4	5	6 E&S	7	8	9	10 11	12 CPR	13	14	15	16	17 18	19	20 CWH	21 Planning	22	23	24 25	26 Labour PC	27 Labour PC	28 Labour PC	29 ED	30			
October						1 2	3 Cons PC	4 Cons PC	5 Cons PC	6 NS	7	8 9	10 CPR	11 E&S	12	13 Standards	14	15 16	17	18	19 Planning	20 Council	21	22 23	24	25	26	27	28	29 30	31	
November		1	2	3	4	5 6	7	8 E&S	9	10 Admin	11	12 13	14	15	16 Planning	17	18	19 20	21 SJC	22	23	24 Audit	25	26 27	28 CPR	29	30					
December				1	2	3 4	5	6	7	8 Counci l	9	10 11	12	13	14 Planning Big Tree Night	15	16	17 18	19	20	21	22	23	24 25	26 BH	27 BH	28	29	30	31		

KEY:

Council	
CPR = Corporate Policy and Resources	
Planning Committee	
E&S = Environment and Sustainability	
CWH = Community Wellbeing and Housing	
ED = Economic Development	
NS = Neighbourhood Services	
Audit	
Standards	
Admin = Administrative	
SJC = Spelthorne Joint Committee	
Surrey Schools' Holidays	

2023 Year Planner

2023	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T
January						1	2 Bank Holiday	3	4	5 NS	6	7 8	9	10 E&S	11 Planning	12 ED	13	14 15	16 CPR	17 CWH	18	19	20	21 22	23	24	25	26	27	28 29	30	31
February			1 Standards	2	3	4 5	6	7	8 Planning	9	10	11 12	13	14	15	16	17	18 19	20 CPR	21	22	23 Council	24	25 26	27	28						
March			1	2	3	4 5	6	7	8 Planning	9	10	11 12	13	14 E&S	15	16 Admin	17	18 19	20	21	22	23 Audit	24	25 26	27	28 CWH	29 *NS	30	31			
April						1 2	3	4	5 Planning	6	7 BH	8 9	10 BH	11	12	13	14	15 16	17 CPR	18	19	20 Council	21	22 23	24	25 E&S	26 Planning *3 weeks	27	28	29 30		
May	1 BH	2	3	4 Borough Elections	5	6 7	8	9	10	11	12	13 14	15	16	17	18	19	20 21	22	23	24	25 ACM	26	27 28	29 BH	30	31 Planning *5 weeks					
June				1	2	3 4	5 CPR	6	7	8	9	10 11	12	13 CWH	14	15 ED	16	17 18	19	20	21	22 NS	23	24 25	26	27 E&S	28 Planning	29	30			
July						12	3 CPR	4	5	6 Admin	7	8 9	10	11	12	13 Council	14	15 16	17	18	19	20	21	22 23	24	25	26 Planning	27	28	29 30	31	
August		1	2	3	4	5 6	7	8	9	10	11	1, 13	14	15	16	17	18	19 20	21	22	23	24	25	26 27	28	29	30	31				
September					1	2 3	4	5	6	7	8	9 10	11	12	13	14	15	16 17	18	19	20	21	22	23 24	25	26	27	28	29	30		
October						1	2	3	4	5	6	7 8	9	10	11	12	13	14 15	16	17	18	19	20	21 22	23	24	25	26	27	28 29	30	31
November			1	2	3	4 5	6	7	8	9	10	11 12	13	14	15	16	17	18 19	20	21	22	23	24	25 26	27	28	29	30				
December					1	2 3	4	5	6	7	8	9 10	11	12	13	14	15	16 17	18	19	20	21	22	23 24	25	26	27	28	29	30 31		

KEY:

\*Neighbourhood Services Committee – the March date is on a different day of the week to usual. i.e. a Wednesday instead of a Thursday.

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CPR = Corporate Policy and Resources	
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Surrey Schools’ Holidays	