

# Council

22 April 2021



	<b>Calendar of Meetings 2021-2022</b>
<b>Purpose of the report</b>	To make a decision
<b>Report Author</b>	Gillian Scott, Committee Services Support Officer
<b>Cabinet Member</b>	Councillor John Boughtflower
<b>Confidential</b>	No
<b>Corporate Priority</b>	Relevant to all priorities
<b>Recommendations</b>	<b>Council is asked to approve the Calendar of Meetings for 2021-2022 as set out in Appendix 1a.</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 priorities.</b>

## 1. Key issues

- 1.1 The proposed Calendar of meetings for 2021-2022 (Appendix 1a) has been compiled to enable the consideration of Council business and covers the period from May 2021 to May 2022.
- 1.2 The Council agreed at its extraordinary meeting on 25 March 2021 to adopt a Committee system model of governance with effect from the Annual Council meeting on 27 May 2021. The calendar has therefore been prepared for the first time on the basis of the new Committee system structure.
- 1.3 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) The Committee meetings have been programmed to ensure that matters which need to be referred on to the 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. (It met twice in 2018 and 2019 and once in 2020)
- 1.4 The Committee Chairs have the power to call additional or extraordinary meetings, when required, to accommodate urgent or unscheduled matters of business.
- 1.5 The Committee System Working Group (consisting of all the Group Leaders) was consulted on the draft calendar and agreed it as a good starting framework. The Working Group has agreed to keep a watching brief on the new operational arrangements of the Committee system which will include the frequency of meetings, at 3- and 6-month intervals with a formal review taking place after 12 months.
- 1.6 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.
- 2. Options analysis and proposal**
- 2.1 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 1a.
- 3. Financial implications**
4. The cost of administering the proposed meetings will be met from within existing budgets.
- 5. Other considerations**
- 5.1 There are none.
- 6. Sustainability/Climate Change Implications**
- 6.1 There are no implications.
- 7. Timetable for implementation**
- 7.1 Once agreed by Council, the Calendar of Meetings will be published on the Council's website and implemented from May 2021.

**Appendices:**

**Appendix 1a – proposed Calendar of Meetings schedule (A4)**

**Appendix 1 & 2 – proposed Calendar of meetings year planners in colour (A3 x 2)**

