

Corporate Policy and Resources Committee



14 March 2022

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

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