

Corporate Policy and Resources Committee



16 January 2023

Title	Calendar of Meetings 2023-24
Purpose of the report	To make a recommendation to Council
Report Author	Matthew Williams, 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: Recommend Council to approve the Calendar of Meetings for 2023-2024 as set out in Appendix 1.
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 August 2023 to August 2024.

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 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 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) A reduction in the number of Environment and Sustainability Committee meetings from 7 to 5 after consultation with the Group Head Commissioning and Transformation and consideration of the following points:
 - The Green Initiatives Fund will be mostly allocated by May 2023
 - Following adoption, the Local Plan can be accommodated within the ordinary cycle of meetings
 - CIL Funds are likely to be considered by a Task Group and the Committee will receive updates in the normal cycle of meeting, this is to be determined by a report due to go to the Standards Committee.
 - Should additional meetings become necessary we can add in Extraordinary meetings as necessary
 - v) The Regulatory and Administrative Committees feed directly into Council (i.e. Planning, Licensing, Audit, Standards and Administrative)
 - vi) Each Committee meets wherever possible on the same day of the week.
 - vii) 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.
 - viii) Planning Committee meets every 4 weeks except in May 2024 due to an election. In May 2024 the Planning Committee will have a 5-week gap followed by a 3-week gap. This alternative scheduling has been approved by Esme Spinks, Planning Development Manager.
- 2.2 The Committee Chairs have the power to call additional or extraordinary meetings, when required, to accommodate urgent or unscheduled matters of business.
- 2.3 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. Risk considerations**
- 5.1 There are no direct risk implications arising from this report. Meetings have been scheduled to enable the timely consideration of ordinary business, with the flexibility for extraordinary meetings to be called as business requires.
- 6. Procurement considerations**
- 6.1 There are no direct procurement implications arising from this report.
- 7. Legal considerations**
- 7.1 Council and Committee meetings have been scheduled to fulfil the Council's constitutional and legal obligations.
- 8. Other considerations**
- 8.1 Additional Committee meetings to those proposed will have resource implications.
- 9. Equality and Diversity**
- 9.1 There are no implications arising from this report.
- 10. Sustainability/Climate Change Implications**
- 10.1 There are no implications arising from this report.
- 11. Timetable for implementation**
- 11.1 Once agreed by Council, the Calendar of Meetings will be published on the Council's website and implemented from August 2023.
- 12. Contact**
- 12.1 Matthew Williams, m.williams@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix A - proposed Calendar of Meetings schedule

Appendix B – proposed Calendar of Meetings year planner 2023 in colour

Appendix C – proposed Calendar of Meetings year planner 2024 in colour