

Report of:	Director of Legal and Governance Services - Charlotte Benjamin
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AGENDA ITEM 5

Submitted to:	Corporate Affairs and Audit Committee – 26 May 2020
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Subject:	Council Diary 2020 - 2021
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Summary

Proposed decision(s)	
(i)	That the timetable of meetings for the Municipal Year 2020/2021, as detailed in the Appendix attached, be approved.
(ii)	That, it be noted that questions cannot be taken from members of the public for the following meetings: <ul style="list-style-type: none"> • Budget/Council Tax Setting Meeting – Wednesday 3 February and Wednesday 3 March 2021 • Wednesday 26 May 2021 (Annual Meeting)

Report for:	Key decision:	Confidential:	Can be called-in:
Decision	No	No	No

Contribution to delivery of the 2020-23 Strategic Plan		
People	Place	Business
Not applicable	Not applicable	The setting of the dates for meetings will enable the dates to be placed on the Committee Management System and for members to place them in their diaries. Failure to plan ahead may result in poor attendance or inquorate meetings.

Ward(s) affected
Not applicable

What is the purpose of this report?

1. To request approval of the draft programme of Council committee meeting dates for the Municipal Year 2020/2021 as outlined in the attached Appendix A and to approve the dates and times of Council meetings.

Why does this report require a Member decision?

2. Council is required to approve the diary of meetings for the Municipal Year 2020/2021.

Report Background

3. In order to prepare a diary of meetings for the Municipal Year 2020/2021, Council is requested to approve the attached draft programme for Council, Executive and other committee meetings.

The dates are tentative at this stage and may change depending upon the meetings being re-established in the new municipal year and to the requirements of individual chairs appointed at the annual meeting.

What decision(s) are being asked for? Why is this being recommended?

4. That the timetable of meetings for the Municipal Year 2020/2021, as detailed in the Appendix attached, be approved.

Other potential decisions and why these have not been recommended

5. No other options were considered.

Impact(s) of recommended decision(s)

Legal

6. There are no legal implications as a result of this report

Financial

7. There are no financial implications arising from this report

Policy Framework

8. The report does not impact on the overall budget and policy framework

Equality and Diversity

9. Not applicable

Risk

10. It is important that the democratic process is followed. If the Council does not have adequate governance processes in place to ensure that it complies with all relevant legislation, it could result in a breach in governance requirements leading to (depending on the seriousness of the breach) fines, reputational damage, government intervention alongside failure to deliver organisational priorities.

Actions to be taken to implement the decision(s)

11. Place the dates on the Committee Management System.

Appendices

12. Copy of Draft Council Diary

Background papers

No unpublished background papers were used in the preparation of this report.