

<b>Report of:</b>	Director of Legal and Governance Services - Charlotte Benjamin
<b>AGENDA ITEM</b>	
<b>Submitted to:</b>	Council – 2 September 2020
<b>Subject:</b>	Timetable of full Council dates for 2020 - 2021

**Summary**

<b>Proposed decision(s)</b>	
(i)	That the timetable of full Council meetings for the whole of the Municipal Year 2020/2021, as detailed in Appendix A, be noted.
(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"> <li>• Budget/Council Tax Setting Meeting – Wednesday 3 February and Wednesday 3 March 2021</li> <li>• Wednesday 26 May 2021 (Annual Meeting)</li> </ul>

<b>Report for:</b>	<b>Key decision:</b>	<b>Confidential:</b>	<b>Can be called-in:</b>
Decision	No	No	No

<b>Contribution to delivery of the 2020-23 Strategic Plan</b>		
<b>People</b>	<b>Place</b>	<b>Business</b>
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.

<b>Ward(s) affected</b>
Not applicable

### **What is the purpose of this report?**

1. To request that members note the programme of full Council committee meeting dates for the Municipal Year 2020/2021 as outlined in Appendix A.

### **Why does this report require a Member decision?**

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

### **Report Background**

3. In previous years, Council has approved the programme of full Council meetings for the ensuing Municipal Year. Due to the fact that full Council meetings were not taking place, the dates of the two budget meetings in February and March and the Council AGM on 26 May 2021, were approved at the Corporate Affairs and Audit Committee on 26 May 2020.

In order to provide clarity for members, the full list of Council meetings is attached at Appendix A. An additional date (24 March 2021) has been added to the dates suggested at the Extraordinary Council meeting held on 29 July 2020, in line with the schedule of dates for previous years.

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

4. That the timetable of meetings for full Council for the Municipal Year 2020/2021, as detailed in Appendix A, be noted.

### **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. Appendix A - Copy of dates for full Council for the Municipal Year 2020/2021

### **Background papers**

No unpublished background papers were used in the preparation of this report.

## **APPENDIX A**

### **DATES OF FULL COUNCIL**

2 September 2020 \*  
14 October 2020 \*  
25 November 2020 \*  
16 December 2020 \*  
13 January 2021\*  
3 February 2021 (Budget)  
3 March 2021 (Budget)  
24 March 2021 \*  
26 May 2021 (AGM)

Please note that the dates with an asterisk (\*) next to them are meetings at which members of the public are able to submit questions.