

Report of:	Interim Managing Director
Contact Officer:	Matt Berry
Contact Number:	01543 464 589
Portfolio Leader:	Leader of the Council
Report Track:	Council: 21/04/21

Council
21 April 2021
Calendar of Meetings 2021-22

1 Purpose of Report

- 1.1 To present to Members for approval the Calendar of Meetings for the 2021-22 municipal year.

2 Recommendation(s)

That:

- 2.1 The Calendar of Meetings 2021-22, as included at Appendix 1 to this report, be approved.
- 2.2 The Managing Director, in consultation with the Chairman of the Council, relevant Chairmen of Committees and / or Leader of the Council, as appropriate, be authorised to amend the Calendar of Meetings, through convening additional meetings, or the postponement / cancellation of meetings, if required.

3 Key Issues and Reasons for Recommendations

Key Issues

- 3.1 The proposed Calendar of Meetings for the 2021-22 municipal year, which sets out dates for meetings of full Council, Cabinet, Committees, and other relevant bodies for approval by Council, is attached as Appendix 1 to this report.

Reasons for Recommendations

- 3.2 The Council is required by statute to determine the date and time of any meetings of its Committees, Sub-Committees and Panels. For practical purposes, this is normally carried out in advance of the relevant municipal year.
- 3.3 It may be necessary to convene additional meetings, as well as postpone or cancel meetings as required. Accordingly, it is proposed that rather than bringing

any proposed changes back to Council for approval, the usual delegation is granted to the Managing Director to consult with the relevant Chairman or the Leader in such circumstances, having regard to any justifiable reasons that may exist.

4 Relationship to Corporate Priorities

- 4.1 Each year the Council agrees its Calendar of Meetings for the forthcoming municipal year, thereby underpinning the administration of the Council's functions and supporting all its Corporate Priorities.

5 Report Detail

- 5.1 Meetings of the Council will be called in accordance with the Council's Constitution and have been scheduled throughout the year. The purpose of certain meetings is referenced in the Calendar.

- 5.2 Full Council has been scheduled to meet 8 times during the year. Key dates of Council meetings are:

- Annual meeting – 19 May 2021
- Budget setting meeting – 16 February 2022
- Precepts meeting – 2 March 2022
- Annual meeting – 25 May 2022

- 5.3 Twelve formal Cabinet meetings have been scheduled throughout the year, one of which is a provisional meeting falling between the budget and precept Council meetings. This meeting will only be required if balanced alternative budget proposals are referred from Council for consideration by the Cabinet.

- 5.4 Under agenda item 8(iii) of today's meeting, Council is being asked to consider a recommendation from Cabinet that the structure of the Scrutiny Committees is changed with effect from the start of the 2021-22 municipal year. Subject to said recommendation being agreed, it is proposed that the frequency of the Scrutiny Committees be increased from 3 times per year to 4 times per year to support work programme planning and monitoring of the quarterly performance reports.

An additional meeting of the 'Financially Resilient Council' Scrutiny Committee has been scheduled for consultation purposes as part of the annual budget setting process.

- 5.5 The Planning Control Committee has been scheduled to meet generally every three weeks to determine planning applications within required deadlines.

- 5.6 The Audit & Governance Committee has been scheduled to meet four times to deal with specific matters at certain times of the year.

- 5.7 The Standards Committee has also been scheduled to meet four times during the year.

- 5.8 The Trade Unions Consultative Forum has been scheduled to meet three times during the year.
- 5.9 Cabinet Briefing and Shadow Cabinet meetings have been scheduled to correspond with planned meetings of the Cabinet.
- 5.10 Meetings of the Constitution Working Group have been scheduled to enable the annual review of the Constitution to take place.
- 5.11 As with previous years, recesses of meetings have been scheduled at certain times to coincide with popular holiday periods. It has however been necessary to schedule some meetings these periods in order that the business of those meetings can still be carried out as required. It may also be necessary to convene other meetings during these periods to consider relevant matters (such as the Licensing & Public Protection Committee, Licensing Sub-Committee and the Appeals & Complaints Panel).
- 5.12 Start times for full Council meetings are scheduled to start at 6pm, Planning Control Committee at 3pm and the Trade Unions Consultative Forum at 2pm. All other meetings will start at 4pm.
- 5.13 Required training for Members of the Planning Control Committee, Licensing & Public Protection Committee and Audit & Governance Committee have also been scheduled as necessary.

6 Implications

6.1 Financial

There are no direct financial implications arising from this report. Any costs incurred for holding meetings will be met from within the existing Members' budgets for 2021-22.

6.2 Legal

Under Schedule 12 of the Local Government Act 1972, the Council is required to determine the date and time of any meetings of its Committees, Sub-Committees and Panels.

In accordance with the Local Government Act 2000 and subsidiary legislation, the date and time of Cabinet meetings shall be determined by the Leader of the Council.

6.3 Human Resources

Meetings will be 'serviced' by Democratic Services and supported by other Officers from within the Council. Any increase in the number of meetings, or a reduction in staffing levels, would impact on the Council's ability to support any additional meetings.

6.4 Risk Management

None.

6.5 **Equality & Diversity**

None.

6.6 **Climate Change**

None.

7 Appendices to the Report

Appendix 1: Draft Calendar of Meetings for 2021-22.

Calendar of Meetings 2021/22

May 2021

Monday	Tuesday	Wednesday	Thursday	Friday
3 Bank Holiday-Offices Closed	4	5 Planning Control Committee	6 Elections	7
10	11	12	13	14
17	18	19 Annual Council	20	21
24	25 2pm Planning Training (compulsory)	26 Planning Control Committee	27 Cabinet Briefing	28
31 Schools Half-Term Bank Holiday-Offices Closed				

June 2021

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Schools Half-Term	2 Schools Half-Term	3 Schools Half-Term	4 Schools Half-Term
7 Shadow Cabinet	8	9 10am Licensing Training (Session 1) (compulsory)	10 Cabinet	11 10am Licensing Training (Session 2) (compulsory)
14	15 Health & Wellbeing Scrutiny Committee	16 Planning Control Committee	17	18
21	22 2:30pm Audit Training Audit & Governance Committee	23 Financially Resilient Council Scrutiny Committee	24 Cabinet Briefing	25
28	29 Economic Recovery Scrutiny Committee	30		

July 2021

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5 Shadow Cabinet	6 Amazon (Rugeley) Members' Liaison Forum	7 Planning Control Committee	8 Cabinet	9
12 Standards Committee	13 Trade Union Consultative Forum	14 Council	15	16
19	20	21	22 Schools Summer Holidays Cabinet Briefing	23 Schools Summer Holidays
26 Schools Summer Holidays	27 Schools Summer Holidays	28 Schools Summer Holidays Planning Control Committee	29 Schools Summer Holiday Audit & Governance Committee	30 Schools Summer Holidays

August 2021

Monday	Tuesday	Wednesday	Thursday	Friday
2 Schools Summer Holidays Shadow Cabinet	3 Schools Summer Holidays	4 Schools Summer Holidays	5 Schools Summer Holidays Cabinet	6 Schools Summer Holidays
9 Schools Summer Holidays	10 Schools Summer Holidays	11 Schools Summer Holidays	12 Schools Summer Holidays	13 Schools Summer Holidays
16 Schools Summer Holidays	17 Schools Summer Holidays	18 Schools Summer Holidays Planning Control Committee	19 Schools Summer Holidays	20 Schools Summer Holidays
23 Schools Summer Holidays	24 Schools Summer Holidays	25 Schools Summer Holidays	26 Schools Summer Holidays Cabinet Briefing	27 Schools Summer Holidays
30 Schools Summer Holidays Bank Holiday-Offices Closed	31 Schools Summer Holidays			

September 2021

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Schools Summer Holidays Planning Control Committee	2	3
6 Shadow Cabinet	7	8 Council	9 Cabinet	10
13	14 Health & Wellbeing Scrutiny Committee	15 Economic Recovery Scrutiny Committee	16	17
20	21 Financially Resilient Council Scrutiny Committee	22 Planning Control Committee	23	24
27 Labour Party Conference	28 Labour Party Conference	29 Labour Party Conference	30 Cabinet Briefing	

October 2021

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 Conservative Party Conference	5 Conservative Party Conference	6 Conservative Party Conference	7	8
11 Shadow Cabinet	12	13 Planning Control Committee	14 Cabinet	15
18 Standards Committee	19 Amazon (Rugeley) Members' Liaison Forum	20 Council	21	22
25 Schools Half-Term Holiday	26 Schools Half-Term Holiday	27 Schools Half-Term Holiday	29 Schools Half-Term Holiday Cabinet Briefing	29 Schools Half-Term Holiday

November 2021

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 Trade Union Consultative Forum	3 Planning Control Committee	4	5
8 Shadow Cabinet	9	10	11 Cabinet	12
15	16	17	18	19
22	23	24 Planning Control Committee	25 Audit & Governance Committee	26
29	30 Health & Wellbeing Scrutiny Committee			

December 2021

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Economic Recovery Scrutiny Committee	2 Cabinet Briefing	3
6	7 Financially Resilient Council Scrutiny Committee	8 Planning Control Committee	9	10
13 Shadow Cabinet	14	15 Council	16 Cabinet	17
20 Schools Christmas Holiday	21 Schools Christmas Holiday	22 Schools Christmas Holiday	23 Schools Christmas Holiday	24 Schools Christmas Holiday
27 Schools Christmas Holiday Bank Holiday-Offices Closed	28 Schools Christmas Holiday Bank Holiday-Offices Closed	29 Schools Christmas Holiday	30 Schools Christmas Holiday	31 Schools Christmas Holiday (Offices Closed)

January 2022

Monday	Tuesday	Wednesday	Thursday	Friday
3 Schools Christmas Holiday Bank Holiday-Offices Closed	4	5 Planning Control Committee	6	7
10	11	12	13	14
17 Standards Committee	18	19	20 Cabinet Briefing	21
24	25	26 Planning Control Committee	27	28
31 Shadow Cabinet				

February 2022

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3 Cabinet	4
7 Constitution Working Group	8 Amazon (Rugeley) Members' Liaison Forum	9 Planning Control Committee	10	11
14	15	16 6pm Council (Budgets)	17 4pm Cabinet Briefing	18
21 Schools Half-Term Holiday Cabinet (only if Budget matters referred back from 16/02 Council)	22 Schools Half-Term Holiday	23 Schools Half-Term Holiday Planning Control Committee	24 Schools Half-Term Holiday	25 Schools Half-Term Holiday
28 Shadow Cabinet				

March 2022

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2 Council (Precepts etc.)	3 Cabinet	4
7 Constitution Working Group	8 Trade Union Consultative Forum	9	10	11
14	15	16 Planning Control Committee	17 Cabinet Briefing	18
21	22 Financially Resilient Council Scrutiny Committee	23 Health & Wellbeing Scrutiny Committee	24	25
28 Shadow Cabinet	29 Audit & Governance Committee	30 Economic Recovery Scrutiny Committee	31 Cabinet	

April 2022

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 Standards Committee	5	6 Planning Control Committee	7	8
11 Schools Easter Holiday Constitution Working Group	12 Schools Easter Holiday	13 Schools Easter Holiday	14 Schools Easter Holiday Cabinet Briefing	15 Schools Easter Holiday Good Friday-Offices Closed
18 Schools Easter Holiday Easter Monday-Offices Closed	19 Schools Easter Holiday	20 Schools Easter Holiday Planning Control Committee	21 Schools Easter Holiday	22 Schools Easter Holiday
25 Shadow Cabinet	26	27 Council	28 Cabinet	29

May 2022

Monday	Tuesday	Wednesday	Thursday	Friday
2 Bank Holiday-Offices Closed	3	4	5 Elections	6
9	10	11 Planning Control Committee	12	13
16	17	18	19	20
23	24	25 Annual Council	26	27
30 Schools Half-Term Holiday	31 Schools Half-Term Holiday	1 June Schools Half-Term Holiday	2 June Schools Half-Term Holiday Bank Holiday	3 June Schools Half-Term Holiday Bank Holiday