

**North East Derbyshire District Council**

**Council**

**25 April 2022**

**PROPOSED CALENDAR OF MEETINGS 2022/23**

**Report of the Assistant Director of Governance & Monitoring Officer**

Classification: This report is public

Report By: Sarah Sternberg Assistant Director of Governance

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**PURPOSE / SUMMARY**

To present for Council's approval the Calendar of Meetings for 2022/23.

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**RECOMMENDATIONS**

1. That the 2022/23 calendar of meetings, attached at Appendix 1, be approved and the points outlined in paragraph 2.4 and 2.5 be noted; and
2. That delegated authority be granted to the Governance Manager following consultation with the Chairmen of the relevant Committee(s)/Working Group(s) to amend the Calendar of Meetings 2021/22 as and when required.

Approved by the Leader of the Council

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**IMPLICATIONS**

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**Finance and Risk:** Yes  No

**Details:**

On Behalf of the Section 151 Officer

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**Legal (including Data Protection):** Yes  No

**Details:**

On Behalf of the Solicitor to the Council

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**Staffing:** Yes  No

**Details:**

On behalf of the Head of Paid Service

## DECISION INFORMATION

<b>Decision Information</b>	
<b>Is the decision a Key Decision?</b> A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:  <b>NEDDC:</b> <b>Revenue - £100,000</b> <input type="checkbox"/> <b>Capital - £250,000</b> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
<b>Is the decision subject to Call-In?</b> (Only Key Decisions are subject to Call-In)	No
<b>District Wards Significantly Affected</b>	None
<b>Consultation:</b> <b>Leader / Deputy Leader</b> <input checked="" type="checkbox"/> <b>Cabinet</b> <input type="checkbox"/> <b>SMT</b> <input checked="" type="checkbox"/> <b>Relevant Service Manager</b> <input checked="" type="checkbox"/> <b>Members</b> <input type="checkbox"/> <b>Public</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>	Details: Monitoring Officer, S151, Scrutiny Officer, Performance, Planning, SOD

### **Links to Council Plan (NED) priorities, including Climate Change, Equalities, and Economics and Health implications.**

(C) Delivering high quality cost-effective services by engaging with residents, partners and council (**Services**)

Public engagement in democracy is key to Governance.

The service also classes both Members and Officers as their CUSTOMERS, and therefore it is essential that the service provides excellent support that all can access.

## REPORT DETAILS

### **1 Background**

1.1 Each year the Council considers a calendar of meetings for its use for the forthcoming municipal year. This is to ensure that the Authority has in place an

efficient meeting schedule that meets the needs of Members and facilitate decision making in line with statutory deadlines.

## **2. Details of Proposal or Information**

2.1 Attached at **Appendix 1** is the proposed calendar of meetings for 2022/23.

2.2 The schedule has been drawn up using the rules previously used in relation to:-

- Facilitation for consideration of statutory business within legal deadlines;
- Member preferences for commencement times and days of the week;
- Frequency of meetings as set out in the constitution.

2.3 In addition, the schedule has been devised to address some requested changes including:-

- Avoidance where possible for meetings during school holidays. This is not totally achievable, however it still remains a key factor in proposed dates.
- Additional meetings added to the schedule:
  - Increased Frequency of Town Fund Board Meetings
  - Increased Frequency of Licensing Sub Committee Meetings
- Alterations to existing arrangements:
  - Change of meeting day for Growth Scrutiny Committee
  - JCG Briefings now a week prior to the meeting

2.4 Members are asked to note the following points:

- There will again be briefings held prior to the first meetings of Licensing, Planning and Audit Committees. This will be an opportunity for Members to refresh themselves about the functions of the committee and their role within it.
- Training for any new Chairs and Vice Chairs or those Members that request refresh training will be arranged shortly after the Annual Council Meeting.
- All Members and Officers will be electronically invited to the meetings listed in the calendar.
- Governance Officers will arrange briefing meetings when required in advance of any relevant committees. There will be a schedule of these briefing meetings which will tie in with legal requirements for despatch of agendas.

2.5 All formal Committee meetings will be held in person for the forthcoming municipal year in line with legislative requirements. Informal meetings are usually held remotely, unless there is a need for face to face discussion. Your

Governance Officers will make this clear through the invitations in your calendars and through the paperwork that they distribute to you.

### **3 Reasons for Recommendation**

- 3.1 To ensure the Council has in place an effective and efficient calendar of meetings for 2022/23 that meets the needs of Members and facilitates decision making in line with statutory deadlines.

### **4 Alternative Options and Reasons for Rejection**

- 4.1 N/A

## **DOCUMENT INFORMATION**

<b>Appendix No</b>	<b>Title</b>
1	Draft Calendar of Meetings 2022/23
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet you must provide copies of the background papers)	
None	