

North East Derbyshire District Council

Council

8 March 2021

PROPOSED CALENDAR OF MEETINGS 2021/22

Report of the Monitoring Officer

Classification: This report is public

Report By: Nicola Calver, Governance Manager

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PURPOSE / SUMMARY

To present for Council's approval the Calendar of Meetings for 2021/22.

RECOMMENDATIONS

1. That the 2021/22 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 in accordance with the regulations of the Coronavirus Act 20 or any subsequent legislation that is applicable.
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IMPLICATIONS

Finance and Risk: Yes No

Details:

On Behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details:

On Behalf of the Solicitor to the Council

Staffing: Yes No
Details:

On behalf of the Head of Paid Service

DECISION INFORMATION

Decision Information	
<p>Is the decision a Key Decision? 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:</p> <p>BDC: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input checked="" type="checkbox"/> NEDDC: Revenue - £100,000 <input type="checkbox"/> Capital - £250,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
<p>Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)</p>	No
District Wards Significantly Affected	None
<p>Consultation: Leader / Deputy Leader <input checked="" type="checkbox"/> Cabinet / Executive <input type="checkbox"/> SAMT <input checked="" type="checkbox"/> Relevant Service Manager <input checked="" type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/></p>	<p>Details: Monitoring Officer, S151, Scrutiny Officer, Performance, Planning, SAMT</p>

<p>Links to Council Ambition (BDC)/Council Plan (NED) priorities or Policy Framework including Climate Change, Equalities, and Economics and Health implications.</p>
<p>(C) Delivering high quality cost-effective services by engaging with residents, partners and council (Services)</p> <p>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.</p>

REPORT DETAILS

1 **Background** *(reasons for bringing the report)*

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 2021/22.

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:
 - Partnership Forum and Investment Forum – replacing the disestablished Strategic Housing Management Board
- Removal of meetings from the schedule
 - Strategic Housing Management Board (as mentioned above)

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. This is in addition to a Mid-Term Induction Programme.
- Training for all Chairs and Vice Chairs 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 Due to the changing national position, it is not possible at this point to confirm whether the meetings in this schedule will be held virtually or in person. Further information on the legislative changes on this matter will be reported to Members directly as and when it is known.

3 Reasons for Recommendation

3.1 To ensure the Council has in place an effective and efficient calendar of meetings for 2021/22 that meets the needs of Members and facilitates decision making in line with statutory deadlines.

3.2 To utilise and adhere to the regulations of the Coronavirus Act 20 and any relevant subsequent legislation where they relate to virtual meetings, including the ability to call and cancel meetings of Committees

4 Alternative Options and Reasons for Rejection

4.1 N/A

DOCUMENT INFORMATION

Appendix No	Title
1	Draft Calendar of Meetings 2021/22
Background Papers (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 (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
None	