

Eden District Council

Council

26 May 2022

Calendar of Ordinary Meetings: 2022-23

Report from:	Assistant Director Legal and Democratic Services
Wards:	All Wards
OPEN PUBLIC ITEM	

1 Purpose

- 1.1 To note the previously approved calendar of ordinary meetings for 2022-23.

2 Recommendation

It is recommended that:

- 2.1 Council note the calendar of ordinary meetings for 2022-23 attached at Appendix 1 to this report.
- 2.2 all Members and Standing Deputies of the Planning, Licensing, and Accounts and Governance Committees undertake full training prior to these Committees' first meetings in each new municipal year; and
- 2.3 it be noted that Portfolio Holder meetings will be held on an *ad hoc* basis when there is a requirement for a Portfolio Holder to make a decision under delegated powers.

3 Report Details

- 3.1 It is set out in the Constitution that Council approve a programme of ordinary meetings of the Council for each municipal year. At Annual Council on 27 May 2021 Council approved calendars of meetings for municipal years 2021-2022 and 2022-2023. As such, this report and the calendar of meetings for 2022-2023 have come back to Full Council to be noted.
- 3.2 In addition, there is also a requirement that Members and Standing Deputies of Planning, Licensing and Accounts and Governance Committee undertake appropriate training in the relevant law and procedures which relate to the work of the Committee prior to its first meeting in the municipal year.
- 3.4 Members preferences in relation to the timings of meetings were taken into consideration. This resulted in the time of ordinary meetings being set as:
1. Council: Thursday evenings commencing at 6.45 pm;
 2. Cabinet: Tuesday evenings commencing at 6.00 pm;
 3. Overview and Scrutiny Committee: Thursday evenings commencing at 6.45 pm. Scrutiny Review Group meetings will take place at times and venues to be agreed by the Group;
 4. Finance Scrutiny Committee: Tuesday evenings at 6.45 pm;

5. Accounts and Governance Committee: Thursday evenings commencing at 6.45 pm;
 6. Planning Committee: Thursday mornings at 9.30 am. Planning Site Visit meetings are scheduled to take place on a Thursday with the time and venue being agreed at the preceding full Planning Committee meeting;
 7. Licensing Committee: as and when required and as far as possible, on the first Wednesday of the month at 9.30 am;
 8. Human Resources and Appeals Committees and Sub-Committees will be convened as and when required; and
 9. In addition to the above, Members will note that it was agreed by Council at its meeting on 25 March 2021 that formal Portfolio Holder meetings, held for the purposes of using delegated powers to make decisions, will be as and when required on a date to be agreed with the relevant Portfolio Holder.
- 3.5 Meetings of the Council's Committees have been scheduled to take place at the Town Hall. There remains scope for meetings to be organised at alternative locations within the District should the need arise.
- 3.6 The Calendar also retains scope for additional or special meetings of the Council or its committees to be arranged should the need arise.

4 Policy Framework

4.1 The Council has four corporate priorities which are:

- Sustainable;
- Healthy, safe and secure;
- Connected; and
- Creative

4.2 This report meets the Sustainable corporate priority.

5 Consultation

5.1 When the calendar of ordinary meetings 2022-23 was approved at 27 May 2021 the report was prepared based on Members' previously expressed preferences.

6 Implications

6.1 Financial and Resources

6.1.1 Any decision to reduce or increase resources or alternatively increase income must be made within the context of the Council's stated priorities, as set out in its Council Plan 2019-2023 as agreed at Council on 7 November 2019.

6.1.2 This report contains provision for holding meetings at locations other than Council owned venues, a pertinent example being Planning Committee Site Visits. This will incur costs associated with the hiring of venues to conduct meetings. These costs will vary depending on the location of the venue.

6.1.3 All such costs will be met from existing budgets.

6.2 Legal

6.2.1 The Council and Committee Procedure Rules set out in the Constitution prescribe that the Calendar of Ordinary Meetings comes before Full Council.

6.3 Human Resources

6.3.1 There are no human resources implications arising from this report.

6.4 Environmental

6.4.1 There are no environmental implications arising from this report.

6.5 Statutory Considerations

Consideration:	Details of any implications and proposed measures to address:
Equality and Diversity	The report contains provision for the Council to conduct meetings in the community where appropriate.
Health, Social Environmental and Economic Impact	No implications arising from this report.
Crime and Disorder	No implications arising from this report.
Children and Safeguarding	No implications arising from this report.

6.6 Risk Management

Risk	Consequence	Controls Required
If the Council does not set a calendar of ordinary meetings there is a risk that business is not concluded and that Members, Officers and the public are unaware of when meetings are due to take place.	May cause harm to the Council's reputation	To publish the Council's Calendar of Ordinary Meetings, making it accessible to the public.

7 Other Options Considered

7.1 No other options considered.

8 Reasons for the Decision/Recommendation

8.1 To note the previously approved calendar of meetings for 2022-23 municipal year.

Tracking Information

Governance Check	Date Considered
Chief Finance Officer (or Deputy)	12 May 2022
Monitoring Officer (or Deputy)	13 May 2022
Relevant Assistant Director	N/A

Background Papers: **Proposed Calendars of Ordinary Meetings: 2021-22 and 2022-23 (G19/21)**

Appendices: **Appendix 1 - Calendar of Ordinary Meetings 2022-23**

Contact Officer: **Lewis Powell, Democratic Services Officer**

EDEN DISTRICT COUNCIL – CALENDAR OF MEETINGS 2022-2023

2022	COUNCIL 6.45pm	CABINET 6.00pm	OVERVIEW AND SCRUTINY COMMITTEE 6.45pm	FINANCE SCRUTINY COMMITTEE 6.45pm	ACCOUNTS AND GOVERNANCE COMMITTEE 6.45pm	LICENSING COMMITTEE 9.30 am	PLANNING COMMITTEE 9.30am	Planning Committee (Provisional Site Visit dates) Various
MAY (Council year 2022-23 start)	26 (Annual Meeting)							
JUNE		21		14	9	1	16	9 30
JULY	28	19	7	12	14	6	21	
AUGUST						3	18	4
SEPTEMBER	22	20	1	13	8	7	15	1 29
OCTOBER		18	6	11		5	20	
NOVEMBER	24	15			10	2	17	3
DECEMBER		20	1	6		7	15	1
2023								
JANUARY	26	17	12	10		4	19	5
FEBRUARY	23	14			9	1	16	2
MARCH	30 (Prov)	14				1	16	2 30