

<b>REPORT TO:</b>	<b>General Purposes and Audit Committee</b> <b>25 January 2022</b>
<b>SUBJECT:</b>	<b>Council Meeting Dates 2022/23</b>
<b>LEAD OFFICER:</b>	<b>John Jones</b> <b>Monitoring Officer</b>
<b>WARDS:</b>	<b>All</b>
<b>COUNCIL PRIORITIES</b>	
The dates for full Council are proposed to facilitate early production of the Council diary and to enable future planning of Council business for the 2022/23 Municipal Year.	
<b>FINANCIAL IMPACT:</b>	
Financial implications arising from the implementation of these recommendations are outlined in 3.15 of this report.	
<b>1. RECOMMENDATIONS</b>	
The Committee is asked to:	
1.1	Approve, on behalf of the Council, the schedule of Full Council meeting dates for 2022/2023 as outlined in either: <ul style="list-style-type: none"> <li>• Option A: Appendix 1, the Full Council meeting dates as detailed in paragraph 3.5 of the report, which schedule the meetings on Mondays;</li> </ul> OR <ul style="list-style-type: none"> <li>• Option B: Appendix 2, the Full Council meeting dates as detailed in paragraph 3.11 of the report, which schedule the meetings on Wednesdays;</li> </ul>
1.2	Note the schedule of Cabinet meeting dates for 2023/23 as detailed in paragraphs 3.6 and 3.12 of the report; and
1.3	Note the proposed schedule of remaining meeting dates for 2022/23 as detailed in both appendices.

## **2. EXECUTIVE SUMMARY**

- 2.1 Members are asked to consider for approval and noting respectively the proposed schedule of dates for Council and Cabinet Meetings for the Council year 2022/23. The early approval of these dates will facilitate the publication of the Council Diary.

## **3. DETAIL**

- 3.1 The Council's Constitution stipulates at paragraph three of Part 4A that seven meetings of the Full Council including Annual and Council Tax meetings shall be held in each year.

3.2 Paragraph 3.1 of the Council Procedure Rules, Part 4A of the Council's Constitution, states that responsibility to determine the dates of the Full Council meetings rests with the General Purposes and Audit Committee.

3.3 Two appendices have been attached to the report for the Committee's consideration.

#### Appendix 1

3.4 Appendix 1 schedules Full Council meetings to be held on a Monday, similarly to previous years. This outlines the Cabinet meetings being held on a Monday also.

3.5 The proposed dates for consideration for the Council year 2022/23 are listed below:

- Monday 23 May 2022 (Annual Council)
- Monday 11 July 2022
- Monday 17 October 2022
- Monday 12 December 2022
- Monday 30 January 2023
- Monday 27 February 2023 (Council Tax meeting)
- Monday 27 March 2023
- Monday 15 May 2023 (indicative date for Annual Council 2023)

3.6 In accordance with paragraph 1.5(a) of Part 4D of the Constitution, Cabinet meeting dates are set by the Leader of the Council. The Committee is asked to note the following Cabinet meeting dates that have been provisionally agreed by the Leader:

- Monday 6 June 2022
- Monday 4 July 2022
- Monday 12 September 2022
- Monday 10 October 2022
- Monday 14 November 2022
- Monday 5 December 2022
- Monday 23 January 2023
- Monday 20 February 2023
- Monday 20 March 2023

3.7 The dates proposed above for Cabinet meetings are provisional, and will be updated following the election for the directly elected Mayor on 5 May 2022.

#### Appendix 2

3.8 Appendix 2 schedules Full Council meetings to be held on a Wednesday. This is being proposed to the General Purposes and Audit Committee for consideration.

3.9 The proposed dates for consideration for the Council year 2022/23 are listed below:

- Wednesday 25 May 2022 (Annual Council)
- Wednesday 13 July 2022
- Wednesday 19 October 2022
- Wednesday 14 December 2022
- Wednesday 1 February 2023
- Wednesday 1 March 2023 (Council Tax meeting)
- Wednesday 29 March 2023
- Wednesday 17 May 2023 (indicative date for Annual Council 2023)

3.10 In accordance with paragraph 1.5(a) of Part 4D of the Constitution, Cabinet meeting dates are set by the Leader of the Council. The Committee is asked to note the following Cabinet meeting dates that have been provisionally agreed by the Leader:

- Wednesday 8 June 2022
- Wednesday 6 July 2022
- Wednesday 14 September 2022
- Wednesday 12 October 2022
- Wednesday 16 November 2022
- Wednesday 7 December 2022
- Wednesday 25 January 2023
- Wednesday 22 February 2023
- Wednesday 22 March 2023

3.11 The dates proposed above for Cabinet meetings are provisional, and will be updated following the election for the directly elected Mayor on 5 May 2022.

3.12 Both Appendix 1 and Appendix 2 to the report details all the proposed meeting dates for 2022/23, including Committees, Sub-Committees and panels. While the Committee is not required to formally approve these dates, they are being circulated early for Members' convenience.

#### Resourcing the 2022/23 council diary

3.13 Members will be aware that, following a continuing increase in demand for decision making meetings and the resources to support them, there has been an ongoing capacity gap in Democratic Services since March 2020.

3.14 The proposed council diary includes 133 scheduled meetings and anticipates a further 35 demand led meetings, such as Planning or Licensing Sub-Committees. This is greater than the over 155 meetings per annum that the Council currently has resourced to support.

3.15 In order to correctly right size Democratic Services and Scrutiny to meet the needs of the organisation in the light of both its improvement journey and the change of governance model from May 2022, the Local Government Association is currently undertaking a peer review of democratic services.

3.16 It is anticipated that any changes that are needed to be made as a result of options or recommendations from the peer review will be included in the 2022/23 budget. In the event that any such changes are not budgeted for, a revised Council diary will be presented to the General Purposes & Audit Committee to reduce the number of scheduled meetings to the level of resource the Council has available to deliver them.

#### **4. CONSULTATION**

- 4.1 The dates proposed in this report are based on a number of considerations. These include showing consideration to statutory requirements such as the setting of the Council Tax and the annual statement of accounts and the need to avoid school holiday dates. The dates are otherwise set by reference to the Municipal year which runs from May to May and the financial year which runs from 1 April to 31 March.
- 4.2 There has been consultation with Members from both Groups on the dates proposed in this report.

#### **5. LEGAL CONSIDERATIONS**

- 5.1 Schedule 12 of the Local Government Act 1972 requires the Council to hold an annual meeting and such other meetings as it may determine.

#### **6. EQUALITIES IMPACT**

- 6.1 Consideration to the timing of school holiday dates has been made when setting the proposed dates. This is to take into consideration that the caring responsibilities of Members and staff impact on their ability to attend meetings during school holidays.

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<b>BACKGROUND DOCUMENTS:</b>	None
<b>APPENDICES:</b>	Appendix 1 – Council Diary 2022/23 ( <i>Option A, as outlined in the recommendations</i> )  Appendix 2 – Council Diary 2022/23 ( <i>Option B, as outlined in the recommendations</i> )