

<b>Meeting:</b>	<b>Council</b>	<b>Date:</b>	<b>30 January 2020</b>
<b>Subject:</b>	<b>Programme of Meetings, May 2020-November 2022</b>		
<b>Report Of:</b>	<b>Policy and Governance Manager</b>		
<b>Wards Affected:</b>	<b>All</b>		
<b>Key Decision:</b>	<b>No</b>	<b>Budget/Policy Framework:</b>	<b>No</b>
<b>Contact Officer:</b>	<b>Tanya Davies, Policy and Governance Manager</b>		
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<b>Appendices:</b>	<b>1. Draft Programme of Meetings, May 2020-April 2022</b>		

## FOR GENERAL RELEASE

### 1.0 Purpose of Report

- 1.1 To approve a two-year programme of ordinary meetings of Council and other meetings for the period of May 2020 to April 2022.

### 2.0 Recommendations

- 2.1 Council is asked to **RESOLVE** that

- (1) Subject to any further changes, the two-year programme of ordinary meetings of Council and other meetings for the period of May 2019 to April 2021 be approved.

### 3.0 Background and Key Issues

- 3.1 The Council is required to agree a programme of meetings on an annual basis and the draft programme is attached as Appendix 1.

- 3.2 The Council approves a two-year programme each year in order to provide the Council and Councillors with adequate notice of meetings. As such, this programme contains 12 months of dates that have previously been approved and 12 months of new dates.

- 3.4 It is important to retain the flexibility to amend the first year of a two year-programme, because dates for events and meetings of other organisations that impact on the Council's own programme are often not available until 12 months in advance. As such, a small number of changes are proposed to the period of May 2020-April 2021. The changes are highlighted in Appendix 1 using deletions and underlined insertions.

- 3.5 In relation to the 2020-21 municipal year, the following should be noted:

- There are changes to dates for Council, Cabinet Briefing, Cabinet and Overview and Scrutiny Committee in June and July 2020 because the LGA Conference is a week earlier than anticipated.
- The provisional dates for Licensing and Enforcement Sub-Committees have been removed as they are not being utilised in practice.
- While it is not necessary for the City Council to halt its committee timetable during the purdah period for the County Council elections, the Cabinet Briefing, Cabinet and Overview and Scrutiny Committee meetings closest to polling day have been deleted to enable all concerned to focus on the local elections.

3.6 In relation to the 2021-22 municipal year, the following should be noted:

- Due to the timing of the New Years Day bank holiday on 3 January 2022, the early January Overview and Scrutiny Committee will take place a week later than usual and will be held the same week as the corresponding Cabinet meeting on this occasion.

3.7 It should also be noted that the school term dates for 2021-22 have not yet been published; therefore, meeting dates for 2021-22 may be subject to change once the term dates are known.

#### **4.0 Social Value Considerations**

4.1 There are no social value considerations.

#### **5.0 Environmental Implications**

5.1 There are no environmental implications.

#### **6.0 Alternative Options Considered**

6.1 All available options for the scheduling of meetings were considered when compiling the programme.

6.2 Observations and comments were invited from all Members and senior officers.

#### **7.0 Reasons for Recommendations**

7.1 To agree the programme of ordinary meetings of Council and other meetings for the period of May 2020 to April 2022.

#### **8.0 Future Work and Conclusions**

8.1 By approving a two-year programme of ordinary meetings several months in advance of the start of the timetable, Members and other interested parties can plan ahead and the business of the Council can be transacted more efficiently and effectively.

8.2 Following approval, the programme of meetings will be communicated to partner organisations and the dates added to the Council's website. Invitations to all meetings will be sent to Members after Annual Council in May to take account of any changes to committee membership following the City Council elections.

## **9.0 Financial Implications**

9.1 There are no financial implications arising from this report.

(Financial Services have been consulted in the preparation this report.)

## **10.0 Legal Implications**

10.1 By approving the programme of ordinary meetings the Council is fulfilling a constitutional requirement.

(One Legal have been consulted in the preparation this report.)

## **11.0 Risk & Opportunity Management Implications**

11.1 There are no risks arising from this report.

## **12.0 People Impact Assessment (PIA) and Safeguarding:**

12.1 The PIA Screening Stage was completed and did not identify any potential or actual negative impact, therefore a full PIA was not required.

12.2 There are no safeguarding implications.

## **13.0 Community Safety**

13.1 There are no community safety implications.

## **14.0 Staffing & Trade Union**

14.1 There are no staffing or trade union implications.

**Background Documents:** None