

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF FULL COUNCIL ON 11 NOVEMBER 2020

SUBJECT: Calendar of Meetings for 2021/2022

REPORT AUTHOR: Nigel Lynn – Chief Executive

DATE: November 2020

EXTN: 37611

PORTFOLIO AREA: Corporate Support

EXECUTIVE SUMMARY:

In accordance with Council Procedure Rule 3.0, the Council needs to agree a programme of dates for Council Meetings prior to the commencement of the new Municipal Year.

This report therefore proposes the arrangements for the Calendar of Meetings for 2021/22 and taking into account the new Committee structure approved by the Council on 15 January 2020. This has been prepared in consultation with the four Group Leaders and relevant Lead Officers.

RECOMMENDATION:

It is recommended that:

- (1) The Calendar of Meetings for 2021/22 be approved.

1. BACKGROUND:

Each year a Calendar of Meetings for the new Municipal Year is prepared in advance for approval and so that meetings can be published well in advance of the commencement of that Municipal Year.

2. PROPOSAL(S):

1.1 The proposed Calendar of Meetings for 2021/22 is attached at Appendix A and has been prepared on the following basis:

- In accordance with Full Council resolutions in preparing for a new Committee structure, this is based on the new Committee structure and on the cycle of meetings agreed.
- At the request of Group Leaders, minimising meetings as much as possible in the Party Conference weeks of September and October 2021.
- At the request of the Leader of the Council, no Cabinet or Council Meeting in the week of the LGA Conference [5 to 8 July 2021].

<ul style="list-style-type: none"> • Avoiding Full Council meetings in <i>major</i> school holidays, and noting that the date earmarked for the Special Council Meeting in February 2022 to consider the Budget may be still be subject to change based on the yet to be agreed Budget meetings of the Sussex Police & Crime Commissioner [tbc] and West Sussex County Council. • The Chief Executive’s desire to try to avoid holding meetings as much as possible in August. • As in previous years, the start times for meetings will be agreed at the first meeting in the new Council year. <p>1.2 The Constitution only requires the Full Council to agree a programme of dates for Council Meetings. However, it is being recommended that a Calendar of all key Committees is approved so that these dates can be published, and other arrangements put in hand.</p> <p>1.3 If the Calendar is agreed, the dates proposed can be subject to change by the Council or the relevant Committee Chairman, if the need arises. Special meetings can also be arranged where required.</p>		
3. OPTIONS:		
To not approve the Calendar of Committee Meetings for 2021/22.		
4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
Other groups/persons (please specify) - Group Leaders and relevant Lead Officers of the Council	X	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial		X
Legal		X
Human Rights/Equality Impact Assessment		X
Community Safety including Section 17 of Crime & Disorder Act		X
Sustainability		X
Asset Management/Property/Land		X
Technology		X
Other (please explain)		
6. IMPLICATIONS:		
If this Calendar is not approved, the meetings will not be organised in advance of the new Municipal Year.		

7. REASON FOR THE DECISION:

To put into place a programme of dates for Council Meetings and all key Committees so that these can be published well in advance of the new Council year.

8. BACKGROUND PAPERS:

None