



Full Council	Tuesday, 24 March 2020	Matter for Information and Decision
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Report Title: **Draft Schedule of Council & Allied Meetings (2020/21)**

Report Author(s): **Samuel Ball (Trainee Solicitor)**

Purpose of Report:	This report seeks Members' recommendation of the draft Schedule of Council and Allied Meetings ("the draft Schedule") for the municipal year 2020/21 to Full Council for approval and adoption at its Annual General Meeting (AGM) currently scheduled on Tuesday, 12 May 2020.
Report Summary:	It is highly expedient in terms of forward-planning that a draft Schedule be drawn-up and recommended at the earliest available opportunity ahead its formal approval and adoption at the AGM.
Recommendation(s):	<p>A. That the draft Schedule of Council and Allied Meetings for 2020/21 (as set out at Appendix 1 and 2 of this report) be recommended to Full Council for approval and adoption at its AGM currently scheduled on Tuesday, 12 May 2020;</p> <p>B. That the draft Schedule of Council and Allied Meetings for 2020/21 (as may be recommended) be circulated to all Members and Officers ahead of the AGM; and</p> <p>C. That the proposed dates, times and venues of meetings for 2020/21 be provisionally entered onto the Council's meeting management application accordingly.</p>
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Anne Court (Chief Executive / Head of Paid Service) (0116) 257 2602 anne.court1@oadby-wigston.gov.uk</p> <p>David Gill (Head of Law & Governance / Monitoring Officer) (0116) 257 2626 david.gill@oadby-wigston.gov.uk</p> <p>Steven Tucker (Democratic & Electoral Services Manager) (0116) 257 2605 steven.tucker@oadby-wigston.gov.uk</p> <p>Samuel Ball (Trainee Solicitor) (0116) 257 2643 samuel.ball@oadby-wigston.gov.uk</p>
Corporate Priorities:	Not applicable.
Vision and Values:	Not applicable.
Report Implications:-	
Legal:	The implications are as set out at paragraphs 5.3 - 5.4 of this report.
Financial:	There are no implications arising from this report.

Corporate Risk Management:	Regulatory Governance (CR6) Failure to Respond to a Significant Incident (CR7) Other Corporate Risk(s) (Other) The implications are as set out at paragraphs 5.3 - 5.4 of this report.
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. Click to insert EA screening.
Human Rights:	There are no implications arising from this report.
Health and Safety:	The implications are as set out at paragraphs 5.3 - 5.4 of this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	Members and Officers have been consulted in preparing the draft Schedule for the municipal year 2020/21.
Background Papers:	<ul style="list-style-type: none"> • Joint Statement from Association of Democratic Services Officers (ADSO) and Lawyers in Local Government (LLG) - LA Decision Making and Democracy in Light of Coronavirus (March 2020)
Appendices:	<ol style="list-style-type: none"> 1. Draft Schedule (2020/21) (Calendar) 2. Draft Schedule (2020/21) (Table)

1. Background

- 1.1 Most local authorities fix their schedule of meetings for a period of one-year in advance (at or about the time of the annual general meeting) compiled, as a rule, by an updating of the programme of the preceding year. By doing so, it sets the pattern for the organisation and transaction of Council business at both a policy and operational level and, moreover, allows Members and Officers to enter dates in their diaries before other commitments arise.
- 1.2 As required by the Council's Constitution, a function reserved to Council is the approval and adoption of the Schedule of Council and Allied Meetings for the ensuing municipal year at its Annual General Meeting (AGM). However, it is highly expedient in terms of forward-planning that a draft Schedule be drawn-up and recommended at the earliest available opportunity.

2. Draft Schedule of Council & Allied Meetings (2020/21)

- 2.1 The attached draft Schedule sets out the proposed dates, times and venues of meetings for the municipal year 2020/21. The draft Schedule also includes other meetings, induction sessions, events and useful dates (including school and bank holidays) allied to the Council.
- 2.2 The Appendices to this report provides the proposed dates, times and venues in both a calendar (**Appendix 1**) and table (**Appendix 2**) format. The table at Appendix 2 further groups and organises the meetings/events by type and chronology.
- 2.3 All proposed meeting venues currently marked 'TBC' will be confirmed at the AGM itself.

3. Information

3.1 Quarterly Performance Reporting

3.1.1. It continues to be custom for certain committees to receive quarterly reports (i.e. containing information on the performance and/or activity for the relevant service or policy areas under its remit) and the administrative practicalities associated therewith have been considered in the preparation of the draft Schedule such that quarterly reports synchronise conveniently with quarter-ends with sufficient lead-time.

3.1.2 Currently, the following committees are subject to quarterly reporting requirements:

- Audit Committee;
- Change and People Committee (née People Committee);
- Licensing and Regulatory Committee;
- Policy, Finance and Development Committee; and
- Service Delivery Committee.

3.1.3. In order to allow adequate time for the required data to be collated from the quarter-end and for fully-inclusive reports to be prepared, the draft Schedule has been programmed to strictly meet the timeframes as set out in the table below, with other meetings/events evenly spaced around the core bloc as far as possible.

Quarter	Covers	Data Collection	Finish Reports	Meeting Dates
4 (2019/20)	Jan-Feb-Mar	April 2020	May 2020	First three weeks of June 2020
1 (2020/21)	Apr-May-June	July 2020	August 2020	First three of September 2020
2 (2020/21)	July-Aug-Sep	October 2020	November 2020	*Last week in November / first two weeks in December 2020
3 (2020/21)	Oct-Nov-Dec	January 2021	February 2021	First three weeks of March 2021

* Timetabling constraints due to the closures over the Christmas / New Year period.

3.2 Police and Crime Commissioner Election (May 2020)

3.2.1. Members will no doubt be aware that the Police and Crime Commissioner Election for the Leicestershire Police Area, together with all other local and mayoral elections in England, which were scheduled to take place on Thursday, 7 May 2020 have been postponed for one-year until May 2021 due to the coronavirus outbreak. This election therefore no longer features in the draft Schedule in May 2020 accordingly.

4. Other Considerations

The following guidelines have also been applied in the preparation of the draft Schedule:

- As far as possible, the order of meetings within the committee cycle is related to the character of business. Council meetings at which recommendations may need to be referred to, or committees which regularly or periodically have to consider the outcomes or recommendations of other committees, therefore meet at the end of the cycle, but in sufficient time before the relevant meeting to enable reports to be prepared and incorporated within the relevant agenda;
- As far as possible, clashes of meetings and events have been avoided. However, inevitably, given the constraints of avoiding school/public/religious holidays and the number of meetings to be accommodated on specific days of the week, there are occasions where there are overlaps of meetings and events;
- As far as possible, school/religious holidays and party conference weeks have been avoided. Although it has not been possible to keep those weeks completely clear, particularly if certain scheduled meetings are required to take place within statutory or other prescribed timeframes (e.g. Council Tax and Budget Setting);
- As far as possible, meetings have not been scheduled to take place during the pre-election period (known as "purdah") commencing around 6 April 2021 ahead of a possible combined poll comprising the postponed Police and Crime Commissioner and Leicestershire County Council Election(s) anticipated to take place on 6 May 2021.
- As far as possible, meetings have not been scheduled on Mondays or Fridays; and
- What may appear at the moment to be "free" days may be filled by sub-committee meetings and hearings, chairs' pre-agenda meetings, political group meetings etc.

5. Going Forward / Implications from Coronavirus Pandemic

- 5.1. If the draft Schedule is recommended by Members, the final Schedule shall be put before the Full Council for approval and adoption at its AGM scheduled on Tuesday, 12 May 2020. As such, it is important to note that the draft Schedule is to be considered as provisional and therefore subject to further, albeit minor, amendments until such time. It is also recommended that the draft Schedule, as may be recommended, be circulated to all Members ahead of the AGM to give them some indication as to their expected availability.
- 5.2. As recommended, Members are also asked to resolve that the proposed dates, times and venues of meetings of the draft Schedule be provisionally entered onto the Council's meeting management application (Modern.Gov) so as to pre-empt any administrative burden upon Democratic Services on or after 12 May 2020. By doing so, the information entered will be publically-viewable via the 'Meeting Dates, Agendas and Minutes' section of the Council's website: however, these will be clearly marked as 'Provisional' until confirmed.
- 5.3. Members should be acutely aware and particularly mindful that the above paragraphs at 5.1 and 5.2 of this report will be subject to, and may be affected by, those matters to be considered and may be resolved at this meeting in respect of the report entitled 'Contingency Planning: Coronavirus (COVID-19)' (as set out at agenda item 10) and/or following further advice and guidance from the Ministry of Housing, Communities & Local Government (MCHLG) on local authority decision-making protocols in light of the coronavirus pandemic.
- 5.4. Members' particular attention is also drawn to the Joint Statement issued by the ADSO and the LLG on 15 March 2020 entitled 'LA Decision Making and Democracy in Light of Coronavirus' which can be accessed online via the hyperlink listed under the background papers.