



Full Council (AGM)	Tuesday, 04 May 2021	Matter for Information and Decision
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Report Title: **Schedule of Council & Allied Meetings (2021/22)**

Report Author(s): **Emily Byrne (Democratic Services Officer)
Steven Tucker (Democratic & Electoral Services Manager)**

Purpose of Report:	This report seeks Council's approval of the Schedule of Council and Allied Meetings ("the Schedule") for the municipal year 2021/22.
Report Summary:	The Schedule has been prepared following consultation with the Leader of the Council and the Senior Leadership Team subject to the below-mentioned guidelines (set out at paragraph 3.2. of this report).
Recommendation(s):	That the Schedule of Council and Allied Meetings for the municipal year 2021/22 (as set out at Appendix 1 and Appendix 2 to this report) be approved and adopted.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>David Gill (Head of Law & Democracy / 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 (Assistant Solicitor) (0116) 257 2643 samuel.ball@oadby-wigston.gov.uk</p> <p>Emily Byrne (Democratic Services Officer) (0116) 257 2729 emily.byrne@oadby-wigston.gov.uk</p>
Corporate Objectives:	Not applicable.
Vision and Values:	Not applicable.
Report Implications:-	
Legal:	The implications are as set out at paragraphs 5.1 - 5.5 of this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	Regulatory Governance (CR6)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications directly arising from 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:	<ul style="list-style-type: none"> • Leader of the Council, Councillor John W Boyce • Senior Leadership Team
Background Papers:	<ul style="list-style-type: none"> • Press Release entitled 'LLG & ADSO Obtain Permission to Move Forward With the Court Declaration on Virtual Meeting Provision before 6 May 2021' (Published 24 March 2021)
Appendices:	<ol style="list-style-type: none"> 1. Schedule of Council & Allied Meetings (2021/22) (Calendar) 2. Schedule of Council & Allied Meetings (2021/22) (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 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 2021/22 at its Annual General Meeting (AGM).

2. Schedule of Council & Allied Meetings (2021/22)

- 2.1 The Schedule sets out the proposed dates, times and venues of meetings for the municipal year 2021/21. The Schedule also includes other outside and partnership meetings, training 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 (at **Appendix 1**) and table (at **Appendix 2**) format. The table at **Appendix 2** further groups and organises the meetings/events etc. by type and chronology.
- 2.3 Any venues for meetings currently marked as 'TBC' will be confirmed at a later date.

3. Information

3.1 Quarterly Performance Reporting

- 3.1.1. Whilst it has become 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), the administrative practicalities associated therewith have often been overlooked in the past thereby resulting in previous Schedules being approved and adopted that do not synchronise realistically or conveniently with quarter-ends.

- 3.1.2 The following committees are subject to quarterly reporting requirements:

- Policy, Finance and Development Committee;
- Service Delivery Committee;

- Licensing and Regulatory Committee;
- Audit Committee; and
- People 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 Schedule has been programmed to meet the timeframes as set out in the table below, with other meetings/events etc. evenly spaced around the "core bloc" as far as possible.

Quarter	Covers	Data Collection	Finish Reports	Meeting Dates
4 (2020/21)	Jan-Feb-Mar	April 2020	May 2021	Last two weeks in June 2021
1 (2021/22)	Apr-May-June	July 2021	August 2021	Second and third weeks in September 2021
2 (2021/22)	July-Aug-Sep	October 2021	November 2021	*Last week in November / first to the third week in December 2021
3 (2021/22)	Oct-Nov-Dec	January 2022	February 2022	Second to the fourth week in March 2022

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

3.2 Other Considerations

The following guidelines have also been applied in the preparation of the 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 on Mondays or Fridays.
- 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.
- The impact of the coronavirus (COVID-19) pandemic is set out below at paragraph 5.

4. Publication of the Schedule

The proposed dates, times and venues of meetings of the Schedule will be published and updated whenever and wherever necessary through the Council’s meeting management application and will be publically-viewable via the [‘Meeting Dates, Agendas and Minutes’](#) section of the Council’s website and on the ‘Modern.Gov’ [iPad](#), [Android](#) or [Windows](#) app.

5. Meetings On/After the 7 May 2021 and COVID-19 Pandemic Implications

- 5.1 The ability to hold remote meetings under [section 78 of the Coronavirus Act 2020 \(“the 2020 Act”\)](#) and the [Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020 \(“the 2020 Regulations”\)](#) is due to expire on Wednesday, 7 May 2021 (exclusive).
- 5.2 The Association of Democratic Services Officers (ADSO) and Lawyers in Local Government (LLG) have received permission to expedite a claim for a declaration in the High Court to provide certainty for local authorities on whether they can continue to hold meetings remotely past the 6 May 2021, due to the expiry of the 2020 Act and 2020 Regulations.
- 5.3 On 23 March 2021, a hearing was held at which the High Court issued directions for the matter to proceed within a timeline which will ensure the case will be decided before the end of April. It is understood that LLG and ADSO have built a strong case and remain optimistic that the outcome of the proceedings will result in a favourable outcome for local authorities to have local choice and flexibility, including a “hybrid” meeting option/solution (i.e. whereby some Members are physically present at the meeting venue whilst other Members are present via remote link) as to when authorities want to use remote meetings.
- 5.4 However, in line with LLG and ASDO guidance, authorities are being encouraged to make contingency arrangements to ensure they are well placed to continue decision-making from 7 May 2021 onwards in the event the court outcome does not support LLG’s and ADSO’s objectives. As such, this meeting was rescheduled from 11 May 2021 to 4 May 2021 to take advantage of the relevant provisions of the 2020 Act and 2020 Regulations. All meetings scheduled on and after 7 May 2021 have reverted back to the Council Chamber and/or Committee Room etc. However, this may change depending on the outcome of the above.
- 5.5 A verbal update will be provided by the Head of Law & Democracy / Monitoring Officer regarding any developments which may have occurred in respect of the court declaration between the date on which this report was published and the date of the AGM itself.