

Report to Council

12 February 2020

By the Chief Executive

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

Calendar of Meetings 2020/21

Executive Summary

This report proposes a programme of Council, Cabinet and Committee meetings, including standing Cabinet Member Policy Development Advisory Groups, for 2020/21. The programme takes into account, where possible, the dates of bank holidays and school holidays.

As in previous years, the calendar for 2020/21 is based on a two-monthly cycle.

It is proposed that both the Licensing Committee and the Governance Committee should meet only as required, although there will be an initial meeting of each to allow Members to be briefed on the functions of the Committee. Licensing Sub Committees will continue to be called as and when necessary.

Recommendations

The Council is recommended to approve the calendar of meetings for 2020/21 as submitted.

Reasons for Recommendations

To fix a programme of Council meetings, in accordance with the Council's Constitution, and to approve a calendar for Cabinet and Committee meetings, which enables the Council to transact its business in a timely and efficient manner.

Background Papers

None.

Wards affected: None.

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Background Information

1 Introduction and Background

- 1.1 A draft calendar was prepared for initial consultation with officers to ensure that any statutory requirements/deadlines could be met during the year. The draft was then circulated to all Members and re-circulated to Directors and Heads of Service for any additional comments or observations.

2 Relevant Council policy

- 2.1 The Council's Constitution, Part 4a, Rule 2, provides that "Ordinary meetings of the Council will take place in accordance with the notice of meetings decided at the Council's annual meeting." It has also been the Council's practice to agree a calendar for all Cabinet and Committee meetings.

3 Details

- 3.1 A draft calendar of meetings for 2020/21 has been prepared for Members' approval and is attached to this report as an appendix.
- 3.2 The proposed programme takes into account, where possible, the dates of bank holidays and school holidays.
- 3.3 As in previous years, the calendar for 2020/21 is generally based on a two-monthly cycle. Extraordinary Council or additional Cabinet/Committee/Sub Committee meetings may also be called during the year as necessary.
- 3.4 It is proposed that, based on the level of business transacted over the past few years, the Licensing Committee should continue to meet only as required. Licensing Sub-Committees will also continue to be called as and when necessary.
- 3.5 It is also proposed that meetings of the Governance Committee should be called as and when required.
- 3.6 As in previous years, a number of dates have been allocated throughout the year to enable seminars to be held for informal discussions on important matters and for Member development purposes.
- 3.7 The draft calendar also shows possible dates for the first two months of the 2020/21 Council year, for information only (please note that these may change when the final calendar for 2020/21 is prepared).

4 Next Steps

- 4.1 Once the calendar of meetings has been approved by the Council, the dates for 2020/21 will be published online.

5 Outcome of Consultations

- 5.1 Members and Officers have been consulted to ensure that the proposed programme meets the requirements for reporting on statutory matters such as the budget and final accounts.

6 Other Courses of Action Considered but Rejected

- 6.1 No other courses of action have been considered, as the Council requires a programme of meetings in order to transact its business in an efficient manner.

7 Resource Consequences

- 7.1 There are no resource consequences.

8 Legal Consequences

- 8.1 The Council is required to agree a programme of meetings for each municipal year by no later than the date of the annual Council meeting.

9 Risk Assessment

- 9.1 If the Council does not approve a calendar of meetings, there is a risk that it will not meet requirements for reporting on statutory matters such as the budget and final accounts; dealing with planning applications etc. There would also be a risk to the Council's reputation, as it would not be seen to be operating in an open and timely manner.

10 Other Considerations

- 10.1 The approval of a programme of meetings for the year will enable its publication in advance. This will ensure that this information can be made available to members of the public who may wish to attend and/or address meetings of the Council and its Committees or the Cabinet in exercise of a number of the convention rights, including a Right to a Family Life and Freedom of Expression.
- 10.2 There are no positive or negative impacts arising from this proposal in relation to crime and disorder, equality and diversity or sustainability.