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| **REPORT TO** | **ON** |
| **Council** | **27 January 2021**  |
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| **TITLE** | **REPORT OF** |
| **2021-22 Calendar of Meetings** | **Shared Services Lead - Democratic, Scrutiny and Electoral Services** |

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| Is this report confidential? | **No**  |

**PURPOSE OF THE REPORT**

1. To provide members notice of and to seek approval for the calendar of meetings scheduled for the 2021-22 municipal year.

**RECOMMENDATIONS**

1. That the 2021-22 calendar of meetings, as shown at Appendix 1, be approved.

**REASONS FOR RECOMMENDATIONS**

1. Approving the calendar of meetings for the forthcoming municipal year at this time will ensure that preparation can begin, and arrangements be made in advance of May 2021.

**OTHER OPTIONS CONSIDERED AND REJECTED**

1. There were no other options to be considered. The Council must organise and publicise a schedule of meetings to allow for preparation of reports and work programmes; to ensure availability and attendance of members and officers; and to facilitate public participation in meetings where permitted.

**CORPORATE OUTCOMES**

1. The report relates to the following corporate priorities

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| An exemplary council | X | Thriving communities |  |
| A fair local economy that works for everyone |  | Good homes, green spaces, healthy places |  |

**BACKGROUND TO THE REPORT**

1. The Calendar of Meetings is devised on an annual basis in advance of the new municipal year.
2. Members will be aware that the Calendar of Meetings is normally submitted for consideration at this time of the year to assist officers and Members with forward planning.

**OVERVIEW OF THE CALENDAR OF MEETINGS**

1. Appendix 1 presents a draft timetable of Full Council, Cabinet and Committee meetings for the period 1 May 2021 to 31 May 2022 inclusive.
2. The timetable takes into account:
* Existing decision-making arrangements
* School holiday closures
* Bank holidays
* Parish council meetings
* Political group meetings
1. As this is the first Calendar of Meetings produced following the further implementation of Shared Services and a shared Leadership Team in 2020, work has been undertaken with officers at Chorley Council to mitigate potential clashes in dates.
2. Where necessary, alternative arrangements for delegation between the authorities’ shared leadership have been agreed. For example, where meetings occur at both South Ribble and Chorley Councils at the same time, the Deputy Chief Executive will attend one such meeting in place of the Chief Executive.

**CONSULTATION CARRIED OUT AND OUTCOME(S) OF CONSULTATION**

1. Copies of the proposed Calendar of Meetings were emailed to group leaders on 8 December 2020. No issues were raised by any group leader following this consultation.
2. The Leadership Team was also consulted on the calendar by email and raised no issues.

**RISK**

1. It should be acknowledged that the calendar of meetings is a fluid document and there may be occasions where meetings are called or cancelled with little notice. The Democratic Services team will endeavour to avoid such events, but this is not often possible due to the ever-changing nature of the decision-making process.

**EQUALITY AND DIVERSITY**

1. There are no implications on equality or diversity arising from this decision.

**AIR QUALITY IMPLICATIONS**

1. There are no air quality implications arising from this decision.

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

1. There are no financial implications of this report.

**COMMENTS OF THE MONITORING OFFICER**

1. There are no concerns from a legal perspective with this report.

**There are no background papers to this report**

**APPENDICES**

Appendix 1 – Proposed Calendar of Meeting 2021-22

Darren Cranshaw

Shared Services Lead – Democratic, Scrutiny and Electoral Services

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