

# Report to Council

**Agenda  
Item:  
14.(i)**

Meeting Date: 5 January 2021  
Portfolio: Finance, Governance and Resources  
Key Decision: No  
Within Policy and Budget Framework  
Public / Private Public

Title: DATES AND TIMES OF MEETINGS 2021/22  
Report of: Corporate Director of Governance and Resources  
Report Number: GD.05/21

## Purpose / Summary:

The attached report relating to the dates and times of meetings for 2021/22 was submitted to the Executive on 14 December 2020. The Executive recommended that the Council agree the schedule of dates and times of meetings in the 2021/22 municipal year as set out in the calendar attached as an Appendix. The Executive also noted the dates and times of meetings of the Executive as chosen by the Leader.

## Recommendations:

- (1) That the dates and times of meetings in the Municipal Year 2021/22 be approved as set out in the attached Schedule.
- (2) That the dates and times for meetings of the Executive, which have been chosen by the Leader, be noted.

## Tracking

Executive:	<b>14 December 2020</b>
Scrutiny Chairs Group:	<b>Scrutiny Chairs Group - 10 November 2020</b>
Council:	<b>5 January 2021</b>

**Contact Officer: Rachel Plant**

**Ext: 7039**

**Appendices Executive report GD.61/20 and Minute Excerpt  
attached to report:**

**Note: in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers:**

- Carlisle City Council's Constitution
- GD.25/20 – Dates and Times of Meetings 2020/21 from Council 14 July 2020

# Report to Executive

Agenda  
Item:

Meeting Date: 14 December 2020

Portfolio: Cross Cutting

Key Decision: No

Within Policy and  
Budget Framework No

Public / Private Public

Title: DATES AND TIMES OF MEETINGS 2021/22

Report of: Corporate Director of Governance and Resources

Report Number: GD.61/20

## Purpose / Summary:

To consider dates and times for meetings of the City Council, Executive, Scrutiny Panels, Audit Committee and the Regulatory Committees for the 2021/22 municipal year.

## Recommendations:

- (1) The observations of the Executive are requested on the schedule of dates and times for meetings in the 2021/22 Municipal Year for submission to the City Council.
- (2) That the dates and times for meetings of the Executive, which have been chosen by the Leader, be noted.

## Tracking

Executive:	<b>14 December 2020</b>
Scrutiny:	<b>Scrutiny Chairs Group - 10 November 2020</b>
Council:	<b>5 January 2021</b>

## **1. BACKGROUND/**

- 1.1** The Constitution of the City Council requires that a calendar showing the date and time of ordinary meetings of committees, sub-committees, panels and working groups shall be prepared by the Corporate Director of Governance and Regulatory Services and approved by the Council before the commencement of the Council year and the calendar will then be distributed to all Members.

## **2. PROPOSALS**

- 2.1** Attached at Appendix A is a draft schedule of meeting dates for the City Council, the Executive, Scrutiny Panels and the Regulatory Committees for the 2021/22 Municipal Year.
- 2.2** The frequency of meetings is set out in the Constitution in respect of the Executive, Scrutiny Panels and the Audit Committee. The frequency of meetings of the Council and remaining Committees/Panels have been previously agreed. The current frequencies are as follows:-

City Council (ordinary meetings)	8 weekly;
Scrutiny Panels	6 weekly;
Executive (required to meet at least 13 times per year)	4 weekly;
Development Control Committee	6 weekly;
Regulatory Panel	5 weekly;
Licensing Committee	Quarterly

The Audit Committee will meet in July, September, December and March.

Meetings of the Standards Committee, Appeals Panel, Employment Panel, Licensing Sub-Committees, and other meetings are held as and when required and as such are not included in this schedule.

- 2.3** The Constitution states that the Executive will meet at least 13 times per year. Dates and times for meetings of the Executive are at the discretion of the Leader and are currently every 4 weeks.
- 2.4** The Health and Wellbeing Scrutiny Panel has been scheduled to meet at 10.00am on Thursday and the Business and Transformation Scrutiny Panel and the Economic growth Scrutiny Panel have been scheduled for 4.00pm on Thursday, as is current practice.

- 2.5** With regard to the Budget process, it is proposed that the Executive meeting scheduled for Monday 22 November 2021 will be an ordinary meeting that will also include consideration of the initial draft Budget reports. The budget reports will then be circulated for consultation with the Scrutiny Panels as follows:-
- Health and Wellbeing – Thursday 25 November 2021;
  - Economic Growth – Thursday 2 December 2021;
  - Business and Transformation – Tuesday 7 December 2021.

The observations of the Scrutiny Panels will then be considered at a further special Executive meeting on Monday 13 December 2021.

It is proposed that the Executive will meet again on Monday 20 December 2021 to formally agree its draft Budget for consultation.

This consultation process will include the proposals being submitted to the scheduled meeting of the Business and Transformation Scrutiny Panel on Thursday 6 January 2022 with their observations and other feedback being considered by the Executive at their meeting on Wednesday 19 January 2022.

The budget proposal will then go to a Special meeting of the City Council on 1 February 2022.

### **3. CORONAVIRUS PANDEMIC**

- 3.1** 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 Regulations' were introduced to allow Councils to operate meetings during the Coronavirus pandemic. The Regulations temporarily changed existing law to permit Council meetings to take place remotely until 7 May 2021.
- 3.2** The 2021/22 Civic Calendar has been prepared using the current timescales for May 2021 elections and legislation out with the Regulations. Should the Regulations be extended past 7 May 2021 or additional regulations are introduced there may be a requirement for the Civic Calendar to be amended and reconsidered by Council at a future date.

### **4. RISKS**

- 4.1** Not having an agreed calendar of meetings contravenes the requirements of the Constitution of the City Council and would inhibit members of the public in engaging in the democratic process.

## **5. CONSULTATION**

- 5.1** The Scrutiny Chairs Group has considered the draft timetable on 10 November 2020 and any comments will be fed into the calendar.
- 5.2** Consultation has taken place with the Licensing Section, Economic Development and Finance on the scheduling of meetings. The Corporate Director of Finance and Resources' comments on the arrangements for considering and processing the Budget and the views of Economic Development on the schedule of Development Control Committee meetings have been incorporated in the schedule of meetings attached.

## **6. CONCLUSION AND REASONS FOR RECOMMENDATIONS**

- 6.1** In accordance with Procedure Rule 1.1 (x) that the dates and times of meetings in the Municipal Year 2021/22 be approved as set out in the attached appendix.
- 6.2** That the dates and times of meetings of the Executive as chosen by the Leader be noted.

## **7. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES**

- 7.1** To ensure that the appropriate governance arrangements are in place to enable the City Council to meet all of the Carlisle Plan priorities.

**Contact Officer:** Rachel Plant

**Ext:** 7039

**Appendices attached to report:** Appendix A – Schedule of dates and times of meetings for 2021/22

**Note: in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers:**

- Carlisle City Council's Constitution
- GD.25/20 – Dates and Times of Meetings 2020/21 from Council 14 July 2020

## **CORPORATE IMPLICATIONS:**

**LEGAL** - comments are incorporated in the report but it should be noted that the Council must, at this stage, set its Civic Calendar to facilitate its existing committee structure,

irrespective of the governance deliberations currently under consideration by the Overview and Scrutiny Panels. Some of the Meetings are set (e.g. Annual Council) but it is open to Council to amend the calendar as regards other meetings, should it wish to do so. Current operating changes are set out in paragraph 3.1 of the Report.

**FINANCE** – subject to the Council agreeing a schedule of meetings for Council, Scrutiny Panels and Regulatory Committees and the Leader arranging a schedule of meetings of the Executive which are broadly comparable with the schedule of meetings for the current Municipal Year, there are no additional staffing/resource requirements arising from this report. The meetings necessary for the Budget process have been scheduled into the Calendar of Meetings. The Council budget meeting is currently scheduled for 1 February 2022. As this is before 8 February any proposed amendments to the budget proposals on the night would act as a reference back to the Executive and would not be effective on the night.

**EQUALITY** – None

**INFORMATION GOVERNANCE** – None

# May 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3 <i>Bank Holiday</i>	4	5	6 <i>Elections</i>	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 11.00am—Annual Council	25	26	27	28	29	30
31 <i>Bank Holiday</i>						



# June 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2 4.00pm—Executive	3 4.00pm Business and Transformation Scrutiny Panel	4	5	6
7	8	9 9.45am—Development Control Committee 10.00am—Development Control Site Visits 4.00pm Regulatory Panel followed by Licensing Committee	10 10.00am Health and Wellbeing Scrutiny Panel	11 10.00am - Development Control Committee	12	13
14	15	16	17 4.00pm—Economic Growth Scrutiny Panel	18	19	20
21	22	23	24	25	26	27
28	29	30				

# July 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5 4.00pm Executive	6	7	8 10.00aam Audit Committee	9	10	11
12	13	14 4.00pm—Regulatory Panel	15 4.00pm—Business and Transformation Scrutiny Panel	16	17	18
19	20 6.45pm—Council	21 10.00am—Development Control Site Visits	22 10.00am Health and Wellbeing Scrutiny Panel	23 10.00am—Development Control Committee	24	25
26	27	28 10.00am—Audit Committee	29 4.00pm—Economic Growth Scrutiny Panel	30	31	

# August 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2 4.00pm—Executive	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18 4.00pm—Regulatory Panel	19	20	21	22
23	24	25	26 4.00pm—Business and Transformation Scrutiny Panel	27	28	29
30 <i>Bank Holiday</i>	31 4.00pm—Executive					

# September 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2 10.00am—Health and wellbeing Scrutiny Panel	3	4	5
6	7	8 10.00am—Development Control Site Visits	9 4.00pm—Economic Growth Scrutiny Panel	10 10.00am—Development Control Committee	11	12
13	14 6.45pm—Council	15	16	17	18	19
20	21	22 4.00pm—Regulatory Panel	23	24 10.00am—Audit Committee	25	26
27 4.00pm—Executive	28	29	30			

# October 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7 4.00pm—Business and Transformation Scrutiny Panel	8	9	10
11	12	13	14 10.00am—Health and Wellbeing Scrutiny Panel	15	16	17
18	19	20 10.00am— Development Control Site Visits	21 4.00pm— Economic Growth Scrutiny Panel	22 10.00am— Development Control Committee	23	24
25 4.00pm—Executive	26	27 4.00pm—Regulatory Panel followed by Licensing Committee	28	29	30	31

# November 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9 6.45pm—Council	10	11	12	13	14
15	16	17	18	19	20	21
22 4.00pm—Executive	23	24	25 10.00am—Health and Wellbeing Scrutiny Panel	26	27	28
29	30					

# December 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 10.00am— Development Control Site Visits 4.00pm—Regulatory Panel	2 4.00pm—Economic Growth Scrutiny Panel	3 10.00am— Development Control Committee	4	5
6	7 4.00pm—Business and Transformation Scrutiny Panel	8	9	10 10.00am—Audit Committee	11	12
13 4.00pm—Executive (Special)	14	15	16	17	18	19
20 4.00pm—Executive	21	22	23	24	25	26
27 <i>Bank Holiday</i>	28 <i>Bank Holiday</i>	29	30	31		

# January 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4 6.45pm—Council	5 4.00pm—Regulatory Panel followed by Licensing Committee	6 4.00pm—Business and Transformation Scrutiny Panel	7	8	9
10	11	12 10.00am—Development Control Site Visits	13 10.00am—Health and Wellbeing Scrutiny Panel	14 10.00am—Development Control Committee	15	16
17	18	19 4.00pm—Executive	20 4.00pm—Economic Growth Scrutiny Panel	21	22	23
24	25	26	27	28	29	30
31						



# February 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1 6.45pm —Special Council	2	3	4	5	6
7	8	9 4.00pm—Regulatory Panel	10	11	12	13
14	15	16	17 10.00am—Health and wellbeing Scrutiny Panel	18	19	20
21 4.00pm—Executive	22	23 10.00am— Development Control Site Visits	24 4.00pm—Business and Transformation Scrutiny Panel	25 10.00am— Development Control Committee	26	27
28						

# March 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1 6.45pm—Council	2	3 4.00pm—Economic Growth Scrutiny Panel	4	5	6
7	8	9	10	11	12	13
14	15	16 4.00pm—Regulatory Panel	17 10.00am—Audit Committee	18	19	20
21 4.00pm—Executive	22	23	24	25	26	27
28	29	30	31 4.00pm—Business and Transformation scrutiny Panel			

# April 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6 10.00am— Development Control Site Visits	7 10.00am—Health and wellbeing Scrutiny Panel	8 10.00am— Development Control Committee	9	10
11	12	13	14 4.00pm—Economic Growth Scrutiny Panel	15 <i>Bank Holiday</i>	16	17
18 <i>Bank Holiday</i>	19 4.00pm—Executive	20 4.00pm—Regulatory Panel followed by Licensing Committee	21	22	23	24
25	26 6.45pm—Council	27	28	29	30	

# May 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2 <i>Bank Holiday</i>	3	4	5 Elections	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 11.00am—Annual Council	24	25	26	27	28	29
30 <i>Bank Holiday</i>	31					

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## **EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 14 DECEMBER 2020**

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**EX.156/20    \*\*DATES AND TIMES OF MEETINGS 2021/22**  
(Non Key Decision)

(In accordance with Paragraph 15(i) of the Overview and Scrutiny Procedure Rules, the Mayor had agreed that call-in procedures should not be applied to this item)

**Portfolio**      Cross Cutting

**Relevant Scrutiny Panel**              Economic Growth; Health and Wellbeing; and Business and Transformation

### **Subject Matter**

The Leader submitted report GD.61/20 concerning proposed dates and times of meetings of the City Council, the Executive, Scrutiny Panels, the Audit Committee and the Regulatory Committees for the 2021/22 municipal year.

The proposals with regard to meetings and the coronavirus pandemic were set out at Sections 2 and 3 of the report.

The Leader then moved the recommendations and the Deputy Leader seconded them.

**Summary of options rejected**    none

### **DECISION**

1.      That the City Council be requested to agree the schedule of dates and times of meetings in the 2021/22 Municipal Year as set out in the calendar attached as an Appendix to Report GD.61/20.
2.      That the dates and times for meetings of the Executive, which had been chosen by the Leader, be noted.

### **Reasons for Decision**

In order to recommend to the City Council a schedule of dates and times for meetings covering the 2021/22 Municipal Year as required by Procedure Rule 1.1(x).