



Report for:	Cabinet
Date of meeting:	15 December 2020
PART:	1
If Part II, reason:	

Title of report:	Committee Timetable 2021/22
Contact:	Councillor Williams, Portfolio Holder for Corporate and Contracted Services Author/Responsible Officer: Mark Brookes, Assistant Director (Corporate and Contracted Services) Katie Mogan, Corporate and Democratic Support Lead Officer
Purpose of report:	To seek approval of the Meeting Timetable for 2021/22
Recommendations:	That Cabinet recommends Council approve the Meeting Timetable for 2021/22 as set out in Appendix A to this report.
Corporate objectives:	The various meetings of the Council, Cabinet and Committees support the achievement of the Council's Corporate Objectives.
Implications: 'Value For Money Implications:'	Approval of the Meeting Timetable enables Members and Officers to manage forward decision making planning.
Risk Implications	Not applicable.
Community Impact Assessment	Not applicable.
Health And Safety Implications	Not applicable.

Monitoring Officer/ S.151 Officer Comments	<p>Deputy Monitoring Officer: No comments to add to the report.</p> <p>Deputy S.151 Officer: No comments to add to the report.</p>
Consultees:	The Leader of the Council and Corporate Management Team.
Background papers:	None
Glossary of acronyms and any other abbreviations used in this report:	<p>DMC – Development Management Committee F&R OSC – Finance & Resources Overview and Scrutiny Committee SPAE OSC – Strategic Planning & Environment Overview and Scrutiny Committee H&C OSC – Housing & Community Overview and Scrutiny Committee</p>

BACKGROUND

1. Attached at Appendix A is a draft timetable showing the proposed dates for the meetings of the Full Council, the Cabinet, the Overview and Scrutiny Committees and the regulatory Committees for the municipal year 2021/22.
2. The timetable includes dates for the regular cycle of meetings for Council, the Cabinet, the Overview and Scrutiny Committees and the regulatory Committees such as Development Management, Standards and Licensing.
3. Appeals have not been scheduled on the timetable. These used to be scheduled on a Monday but due to the small number of Appeals that happen throughout the year, these are arranged by Corporate and Democratic Support when required subject to officer and member availability.
4. The three main Overview and Scrutiny Committees have been scheduled seven meetings in the year plus the two Joint Budget meetings which involves all three scrutiny committees. In addition, a number of "Call-in Contingency" dates have been set aside for call-ins arising from any of the Committees.
5. Monday evenings are mostly left free to enable those Members who are also Parish or Town Councillors to attend Town or Parish Council meetings which are traditionally held on Mondays.
6. School holidays are shaded and meetings are kept to a minimum during that time.
7. Considerations made when compiling the timetable include:
 - the timetable starting point is organised around DMC and Full Council
 - needing to align O&S committees with the Quarterly Performance reporting schedule
 - budget setting process
 - Audit regime - Audit of Accounts
 - date of Annual Council
 - same day of the week for ease/consistency
 - Member availability
 - dates of Elections
 - dates of School Holidays