

**POLICY AND RESOURCES COMMITTEE – 2 SEPTEMBER 2019**

**FULL COUNCIL – 22 OCTOBER 2019**

**PART I – NOT DELEGATED**

**8. COUNCIL CALENDAR OF MEETINGS 2021/22  
(CED)**

**1 Summary**

1.1 To consider the draft Calendar of Meetings for the Local Government Year 2021/22.

**2 Details**

2.1 Officers have been asked to extend the calendar of meetings so that dates are available up to two years in advance. The meetings for 2020/21 have previously been agreed by Committee and Full Council. This report now extends the dates to May 2022.

2.2 The current published school holidays for Hertfordshire are only available until August 2021. Once the future holiday dates have been published these will be added to the Calendar of meetings.

2.3 The Calendar of meetings up until May 2022 includes the following meetings:

- Full Council and Annual Council – in 2021/22 meetings have been scheduled for July, October, December and February. The Annual Council meeting will be held in May 2022.
- Policy and Resources Committee – seven meetings have been organised to meet before the two Service Committees. This will ensure that all policy and budget decisions are agreed first allowing the Service Committees to then agree the detail and implementation. Details of the Policy and Resources and Audit Committee meetings will be sent to Watford BC to ensure they don't clash with their Finance/Audit meetings.
- Two Service Committees – Infrastructure, Housing and Economic Development and Leisure, Environment and Community – six meetings of each of the Service Committees are scheduled in the calendar. Officers continue to monitor the level of items on the agenda for the meetings and the cancellation of the meetings. So far in 2019/20 one meeting of each of the Service Committees has been cancelled.
- Planning Committee – 12 meetings of the Committee have been included in the calendar of meetings. Following the Full Council meeting on 16 July 2019 all Councillors appointed to the Committee, existing Councillors on the Committee and named substitute Members will be required to undertake mandatory training before the first meeting in the Local Government Year 2021 and 2022. The first meeting in 2021 is 20 May therefore the training will be held on 19 May 2021. For 2022 the meeting is scheduled to be held on 19 May therefore the training will be held on 18 May. Members are asked to diarise these dates now.

- Licensing and Regulatory Services Committees –the meetings will continue to be held on the same evening and have the same Chairman and membership.
- Local Area Forums – the venues for the meetings will be booked by the Committee Team in consultation with the Forum Chairman. Each Chairman is responsible for providing and circulating notes from the meeting and should provide a copy to the Committee Team to publish on the Council’s website.
- Audit Committee – the first meeting of the Local Government year has to be held before 31 July in order to meet the Audit sign-off deadline to agree the Statement of Accounts. This change is factored into the Council Calendar of meetings. In addition, as agreed with the Chairman of the Committee, a preliminary meeting to look at the Accounts has been included in the calendar of meetings for Thursday 8 July.
- Council Tax Setting Committee – a meeting has been scheduled following the conclusion of the Full Council meeting (22 February 2022) but as with previous meetings the Council Tax has been set by Full Council without the need for the meeting. The setting of the Council Tax is though dependent on the HCC/Police Authority setting precepts by that date.
- Local Strategic Partnership Board – the LSP Board meets co-jointly with the Community Safety Board. The LSP Board meeting dates have been included in the calendar as they are public meetings.
- Environmental Forum and Pensioner Forum – three meetings of each of the Forums have been included in the calendar and are held at Three Rivers House. The administration of Environmental Forum is jointly managed by the Committee Team and the Biodiversity Officer with the Pensioner Forum managed by the Communications Team.
- Sub-Committees – Licensing/Regulatory Services sub-committees are organised only if an objection is received to an application for a new or variation of a premises licence or club licence, objection to a Temporary Event notice or a taxi licence. In addition a request can be received to ask the Council to review a licence. The Local Plan sub-committee meetings have not been included in the calendar as the dates are set up ad-hoc as and when there is a requirement to review and consider the Local Plan. The same is appropriate for Constitution sub-committee meetings.

### **3 Options and Reasons for Recommendations**

- 3.1 To accord with the requirements of the Council’s Constitution (Council Procedure Rule 30(I) refers).

### **4 Policy/Budget Reference and Implications**

- 4.1 The recommendations in this report are within the Council’s agreed policy and budgets. The relevant policy forms part of the change of Council’s Governance to Committee arrangements agreed by Full Council on 24 April 2014. Minute CL81/13 and the Council Constitution refers.

**5 Financial, Legal, Environmental, Community Safety, Public Health, Customer Services Centre, Communications & Website, Risk Management and Health & Safety Implications**

5.1 None specific.

**6 Equal Opportunities Implications**

6.1 Relevance Test

<p>Has a relevance test been completed for Equality Impact? (A relevance test assesses whether a service or policy has any effect on the Council's legal equalities duties for different minority groups. If no, please state reason why e.g. there is no proposed change to current policy / service).</p>	<p>No – there is no proposed change to current policy</p>
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**7 Staffing Implications**

7.1 The meetings can be managed within the staffing resources available to the Committee team.

**8 Communications and Website Implications**

8.1 All the meetings are included on the Council website in various formats but includes monthly meetings, yearly calendar of meetings and meeting pages for each of the meetings.

8.2 Once the Calendar is agreed it will be communicated to all Councillors and Managers.

**9 Risk and Health & Safety Implications**

9.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

9.2 The subject of this report is covered by the Committee service plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan(s).

<b>Nature of Risk</b>	<b>Consequence</b>	<b>Suggested Control Measures</b>	<b>Response</b> <i>(tolerate, treat, terminate, transfer)</i>	<b>Risk Rating</b> <i>(combination of likelihood and impact)</i>
Members not available to attend the meetings	The meeting would not be a quorum	Provide sufficient of the meeting dates	Treat	Low 1

9.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

<b>Very Likely</b> ----- <b>Likelihood</b> ----- ▼ <b>Remote</b>	<b>Low</b> 4	<b>High</b> 8	<b>Very High</b> 12	<b>Very High</b> 16
	<b>Low</b> 3	<b>Medium</b> 6	<b>High</b> 9	<b>Very High</b> 12
	<b>Low</b> 2	<b>Low</b> 4	<b>Medium</b> 6	<b>High</b> 8
	<b>Low</b> 1	<b>Low</b> 2	<b>Low</b> 3	<b>Low</b> 4
<b>Impact</b> -----▶ <b>Unacceptable</b>				

**Impact Score**

- 4 (Catastrophic)
- 3 (Critical)
- 2 (Significant)
- 1 (Marginal)

**Likelihood Score**

- 4 (Very Likely (≥80%))
- 3 (Likely (21-79%))
- 2 (Unlikely (6-20%))
- 1 (Remote (≤5%))

9.4 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

**10 Recommendation**

*To Council:*

10.1 That the attached Calendar of Meetings for 2021/22 be approved subject to details being provided on the future Hertfordshire school holiday dates for 2021/22.

Report prepared by: Sarah Haythorpe, Principal Committee Manager

**Data Quality**

Data sources:

Please list the sources of any data provided in the report

Data checked by:

Jo Welton, Committee Manager  
Sherrie Ralton, Committee Manager  
Anne Morgan, Solicitor to the Council

Data rating: Tick

1	Poor	
2	Sufficient	√
3	High	

### **Background Papers**

Council Calendar of meetings – P&R Committee – 5 November 2018

<https://www.threerivers.gov.uk/meeting/policy-and-resources-committee-5-november-2018>

### **APPENDICES / ATTACHMENTS**

*Draft Council Calendar 2021/22*