

## **POLICY AND RESOURCES COMMITTEE – 7 SEPTEMBER 2020**

### **FULL COUNCIL – 20 OCTOBER 2020**

#### **PART I – NOT DELEGATED**

#### **8. COUNCIL CALENDAR OF MEETINGS 2022/23 (CED)**

##### **1 Summary**

1.1 To consider the draft Calendar of Meetings for the Local Government Year 2022/23.

##### **2 Details**

2.1 Officers were asked by Members to extend the calendar of meetings so that dates are available up to two years in advance. The meetings for 2021/22 have previously been agreed by Committee and Full Council. This report now extends the dates to May 2023.

2.2 As Members are aware all the Council/Committee meetings are currently being held remotely/virtually at this time under the Covid 19 Regulations which are in place until May 2021. Officers will update Members on the regulations when they are reviewed/changed by the Government. It is currently proposed that all meetings will continue to be held remotely.

2.3 The Calendar of meetings up until May 2023 includes the following meetings:

- Full Council and Annual Council – in 2022/23 meetings have been scheduled for July, October, December and February. The Annual Council meeting will be held on 16 May 2023.
- 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 2020/21 no meetings of each of the Service Committees have been cancelled.
- Planning Committee – 12 meetings of the Committee have been included in the calendar of meetings. Following the Full Council meeting in October 2019 all Councillors appointed to the Committee, newly appointed Councillors and named substitute Councillors are required to undertake mandatory training before the first meeting in the Local Government Year. The first meeting in 2022 is 19 May therefore the training will be held on 18 May 2022. For 2023 the first meeting is scheduled to be held on 18 May therefore the training will be held on 17 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 Chair of each Committee and membership. Following the Full Council meeting in October 2019 all Councillors appointed to the Committees, newly appointed Councillors and any Member who acts as a substitute on the Regulatory Services Committee will be required to undertake mandatory training before the first meeting in the Local Government Year. No substitutes can be appointed to the Licensing Committee. The first meeting in 2022 is on 15 June therefore the training will be held on Tuesday 7 June (times to be confirmed). Members are asked to diarise this date now.
- Local Area Forums – these meetings are being rescheduled for 2020/21 to be held virtually/remotely due to the Covid 19 pandemic and in line with the Covid 19 regulations. It is not anticipated that they will be held at any venues during this local government year. The Committee Team will continue to organise the meetings remotely/virtually and it could be that Members may wish to consider this being made permanent and that the Committee Team no longer book venues around the District to hold the meetings. New proposed dates have been sent to the Forum Chairs for comments and will be circulated to all Members once agreed. Each Chair 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 sign-off of the Statement of Accounts is now the end of November therefore the meetings schedule has been amended to hold one meeting in early July, end of September, two meetings in November (the second to sign off the statement of accounts) and one meeting in March.
- Council Tax Setting Committee – a meeting has been scheduled following the conclusion of the Full Council meeting (21 February 2023) 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. The Environmental Forum meeting is being held remotely/virtually and there is a request by the Forum Members that this continues for all future meetings. With regard to the Pensioners Forum due to the Covid 19 pandemic it is not possible to hold the meetings in the Penn Chamber therefore we are looking to use Zoom to hold the meetings virtually/remotely. The administration of Environmental Forum is jointly managed by the Committee Team, Environmental Protection and the Community Partnership 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. Two new sub-committees have now been set up called the Covid 19 Response sub-committee and Equalities sub-committee. Dates for the meetings have not been included in the calendar of meetings as the dates are set up ad-hoc as and when there is a requirement to meet.

- Community Safety Co-ordinating meetings and Aquadrome Forum meetings are not public meetings therefore are not included on the calendar of 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>Yes – to follow</p>
---	------------------------

### **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 and published on the Council website.

### **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 notice of the meeting dates	Treat	1
Members and members of the public not able to access the virtual meeting	The meeting would not be quorum and Members and the public would not have their democratic right to participate in the meeting	Provide the required technology and support to enable Members to participate remotely in meetings and provide sufficient information and details to members of the public	Treat	2

- 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.

Very Likely ↓ Likelihood	<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> <b>2</b>	<b>Low</b> <b>4</b>	<b>Medium</b> <b>6</b>	<b>High</b> <b>8</b>
	<b>Low</b> <b>1</b>	<b>Low</b> <b>2</b>	<b>Low</b> <b>3</b>	<b>Low</b> <b>4</b>
	<b>Impact</b>			
	Low -----> Unacceptable			

**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 2022/23 be approved subject to any comments received by Members to the Committee Team by 30 September 2020.

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

<b>1</b>	<b>Poor</b>	
<b>2</b>	<b>Sufficient</b>	√
<b>3</b>	<b>High</b>	

**Background Papers**

Council Calendar of meetings – October 2019

**APPENDICES / ATTACHMENTS**

*Draft Council Calendar 2022/23*