

Report to	Democratic Services Committee
Date of meeting	2 October 2020
Lead Member	Councillor Richard Mainon, Lead Member for Corporate Services and Strategic Direction
Report author	Steve Price, Democratic Services Manager Kath Jones, Committee Administrator
Title	Committee Timetable 2021

1. What is the report about?

- 1.1. This report contains the draft committee timetable for 2021.

2. What is the reason for making this report?

- 2.1. It is necessary for Council to approve a timetable for 2021 to enable meeting venues and resources to be confirmed, to publicise the timetable and to populate the members' diaries.

3. What are the Recommendations?

- 3.1 That the Democratic Services Committee recommends the approval of the committee timetable for 2021 to full Council.

4. Report details

- 4.1. The timetable for the following year would normally have been approved earlier to maintain an 18 month timetable. This has been delayed because of the COVID-19 coronavirus pandemic which resulted in the postponement of Council meetings.
- 4.2. The draft timetable for 2021 is attached as appendix 1 and also contains a committee-by-committee explanation of the factors behind the identification of suitable dates for each meeting.

5. How does the decision contribute to the Corporate Priorities?

- 5.1. The approval of a committee timetable is central to the functioning of the democratic and committee systems which are essential elements of the Council's governance arrangements and contribute to the Council's corporate priorities.

6. What will it cost and how will it affect other services?

- 6.1. The costs of maintaining a committee system are covered within existing budgets but the Council in 2015 made a commitment through its Freedoms and Flexibilities process to reduce the number of committee meetings being held at that time to save the associated costs. Services throughout the Council may contribute to the meetings included in the timetable, usually by contributing information, reports and officer time.

7. What are the main conclusions of the Well-being Impact Assessment?

- 7.1. A Well-being Impact Assessment is not required for this report.
- 7.2. The annual timetable of meetings is an established process and meets the aims of well-being and equality legislation. The principal 'service users' are the members of the committees and supporting officers although the press and public will also be able to attend most meetings or view webcast meetings online. The level of interest or engagement of individuals or groups is likely in large part to depend on the topic under consideration.

8. What consultations have been carried out with Scrutiny and others?

- 8.1. The Democratic Services Committee is being consulted on the issues raised in this report. Officers supporting the work of the different committees have been consulted on the committee timetable to identify viable dates for meetings

9. Chief Finance Officer Statement

- 9.1. Not required for this report.

10. What risks are there and is there anything we can do to reduce them?

- 10.1 Failure to confirm the timetable would be detrimental to the Council's governance arrangements.

11. Power to make the decision

- 11.1 Schedule 12 of the Local Government Act 1972