

# FAREHAM

## BOROUGH COUNCIL

### Report to Council

#### 20 May 2021

*Subject:* **SCHEDULE OF COUNCIL AND COMMITTEE MEETINGS: 2021/22**

*Report of:* **Head of Democratic Services**

#### SUMMARY

This report invites the Council to determine the updated schedule of Council and committee meeting dates for the next municipal year. This Schedule was approved at the Council meeting on 17 December 2020 and has been updated to include changes to meeting dates and the inclusion of two new Scrutiny Panels. A draft schedule setting out proposed dates for all meetings from May 2021 is submitted for approval.

#### RECOMMENDATION

It is recommended that Council:

- (i) notes the changes to some meeting dates as set out at paragraph 3(i)-(v) of this report; and
- (ii) approves the updated proposed schedule of Council, Committee and Panel meetings for the municipal year 2021-22, as set out at Appendix A to this report.

## **INTRODUCTION**

1. The Council is invited to determine the updated schedule of Council, Committee and Scrutiny Panel meetings for the municipal year for 2021-22. The original schedule was agreed at the Council meeting on the 17 December 2020 and the updated draft schedule is appended to this report for consideration.

## **PROPOSED SCHEDULE**

2. Members are reminded that the Council's Standing Orders provide that Executive meetings are to be held on dates determined by the Executive Leader. The Executive Leader has therefore been consulted and has approved the dates which are shown in the schedule appended to this report. Eleven meetings have been arranged for the Executive to meet monthly except during August, which is largely kept clear of meetings in accordance with the Council's practice. There are no proposed date changes for Executive meetings.
3. The changes are as follows:
  - (i) the inclusion of the new Daedalus Scrutiny Panel meetings with four cycles in line with the other Scrutiny Panels. These are scheduled for 24 June 2021, 04 October 2021, 17 January 2022 and 17 March 2022;
  - (ii) the inclusion of the new Climate Change Scrutiny Panel meetings with four cycles in line with the other Scrutiny Panels. These are scheduled for 27 May 2021; 12 October 2021, 24 January 2022 and 09 March 2022;
  - (iii) the Planning Committee originally scheduled for 19 May, has moved to 26 May. It is very likely that additional meetings dates will need to be arranged and these will be with the agreement of the Chairman;
  - (iv) the Council meeting originally scheduled for 17 June has been brought forward to 10 June; and
  - (v) the Health and Public Protection Scrutiny Panel originally scheduled for 22 June has been moved to 13 July.
4. Dates for the summer Community Action Teams (CATs) will be set to avoid the dates of Council, Committee and Scrutiny Panel meetings. Details will be circulated to members at the earliest opportunity.
5. The schedule of Council and committee meetings has been organised largely on the same basis as the current year's schedule. It provides for:
  - (i) six ordinary meetings of Council scheduled for the year, in addition to the Annual meeting. The February Council meeting will commence at 5pm. The arrangements for the Council meetings are in accordance with Standing Orders;
  - (ii) four cycles of each Scrutiny Panel;
  - (iii) six meetings of the Licensing and Regulatory Affairs Committee;
  - (iv) twelve meetings of the Planning Committee, arranged on a four-weekly basis;

and

- (v) quarterly meetings of the Audit and Governance Committee.
- 6. As in the current year, no provision has been made for meetings of the Licensing Panels. Arrangements will continue to be made for the hearings as and when required.
- 7. It is also proposed to arrange meetings of the Appeals Committee as and when required, although there is one scheduled meeting at the beginning of the municipal year.
- 8. Proposed dates for the Partnership for South Hampshire (PfSH) Joint Committee and Partnership for South Hampshire (PfSH) Overview and Scrutiny Committee are shown for reference and have been agreed by the Joint Committee. For Members awareness, the meeting of the PfSH Overview and Scrutiny Committee originally scheduled for 09 June and the PfSH Joint Committee meeting originally scheduled for 21 June have both been cancelled.

### **RISK ASSESSMENT**

- 9. There is no significant risk attached to determining the updated schedule of meetings for the next municipal year, but it does present the opportunity of aiding the proper administration of the Council's business.

### **CONCLUSION**

- 10. Council is asked to note the addition of the dates for the Daedalus Scrutiny Panel and the Climate Change Scrutiny Panel and the date changes as outlined at paragraph 3(i)-(v) above and is invited to approve the proposed updated schedule, appended to the report as Appendix A.

**Appendices:** Appendix A: Proposed Schedule of meetings for 2021/22

**Background Papers:** None

**Reference Papers:** Fareham Borough Council Constitution

**Contact:** For further information please contact Leigh Usher. (Ext: 4553)