

Title of Report	SCHEDULE OF MEETINGS 2020/21	
Presented by	Councillor Robert Ashman Deputy Leader	
Background Papers	None	Public Report: Yes
Financial Implications	There are no financial implications	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	The Constitution advises that the Council will agree its schedule of meetings for each forthcoming municipal year. Legal advice has been provided to the Council on the implications of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Meeting and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“The Regulations”). Meetings are being run in line with the law and constitution.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	There are no staffing and corporate implications	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To agree the schedule of meetings for the forthcoming municipal year.	
Recommendations	THE PROPOSED SCHEDULE OF MEETINGS FOR 2020/21 BE AGREED.	

1.0 BACKGROUND INFORMATION

- 1.1 Each year Council are asked to approve the schedule of meetings for the forthcoming year. The proposed schedule of meetings is attached at Appendix 1 to the report.
- 1.2 For reasons of administrative efficiency, the schedule of meetings for 2020/21 includes some dates for June 2021. This is to enable members to have notice of these meetings well in advance.

2.0 MAIN FEATURES OF THE SCHEDULE

- 2.1 When compiling the schedule of meetings, regard has been had to the Council’s service and financial planning timetable which includes the budget process, and the proposed meeting schedules of Leicestershire County Council and the Parish Councils within North West Leicestershire.

2.2 Meetings of the main committees have been programmed for the municipal year 2020/21 as follows:

Audit and Governance Committee	5
Cabinet	10
Coalville Special Expenses Working Party	4
Corporate Scrutiny Committee	6
Community Scrutiny Committee	5
Council	4 + Annual Meeting
Licensing Committee	4
Local Plan Committee	6
Planning Committee	12

2.3 Please note that the Cabinet meetings are included in the schedule for information only as the frequency, dates and times of the meetings are agreed by the Leader.

2.4 The meetings of the Coalville Special Expenses Working Party are also included for information only as these dates are agreed by the Working Party.

2.5 Due to the current COVID 19 situation there has been a national deferment in the deadlines for statutory accounting, and as such, the final audited accounts will not be considered at the July meeting of the Audit & Governance Committee. A potential, additional meeting of the committee has been included in the schedule for Wednesday, 30 September, for this year only, should the final audit of the accounts have taken place. If this is not the case then the accounts will be taken to the October meeting. Officers will notify the Audit & Governance Committee members as soon as practically possible if the additional meeting is required.

2.6 The Coronavirus Act 2020 enabled the Secretary of State to make regulations governing local authority meetings. Regulations came into force on 4 April which the council's formal meetings to be held remotely. These regulations remain in force until 7 May 2021. The new regulations enable Councils to hold virtual meetings during the COVID 19 crisis until such a time as normal business is resumed. A Cross Party Member Working Group is regularly meeting to discuss the arrangements for remote meetings which are in line with the current government guidance and linked to the national COVID 19 alert scale. At the time of writing this report, only key officers and the Chair of the Committee, where requested, are attending the council offices for these meetings. This will be regularly reviewed as the COVID 19 alert levels change.

Policies and other considerations, as appropriate	
Council Priorities:	All Council Priorities
Policy Considerations:	The Terms of Reference for each committee
Safeguarding:	Not applicable
Equalities/Diversity:	Not applicable
Customer Impact:	Not applicable

Economic and Social Impact:	Not applicable.
Environment and Climate Change:	Not applicable
Consultation/Community Engagement:	Corporate Leadership Team Strategy Group Performance Team Leicestershire County Council Town and Parish Councils
Risks:	Failure to agree the schedule of meetings will put the Council in breach of its constitutional duties and compromise the integrity of its decision making processes.
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