

Title of Report	SCHEDULE OF MEETINGS 2021/22	
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.	
	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 2021/22 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 2021/22 includes dates for June 2022. 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 The Authority has been consulted by MHCLG on revising the dates for sign off of the final accounts, which will move from July to September, therefore a proposed additional meeting of the Audit & Governance committee has been included in the schedule for Wednesday, 22 September. Officers will notify the Audit & Governance Committee members as soon as practically possible should there be a need to change this date.
- 2.6 As the regulations to hold the local authority meetings remotely has expired, all constituted committees of the Council must now hold face to face meetings. Briefing notes have been circulated to all members providing details on how these will be held in a COVID safe and compliant way. All working groups, committee briefings and training sessions will be held either remotely or a hybrid of face to face and remotely.

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
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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