
Subject: DRAFT CALENDAR OF ORDINARY MEETINGS 2020-21

Meeting and Date: COUNCIL – 29 JANUARY 2020

Report of: DEMOCRATIC SERVICES MANAGER

Classification: UNRESTRICTED

Purpose of the report: The Constitution requires that the Calendar of Ordinary Meetings be set at the Annual Meeting of the Council.

Recommendation: That the Draft Calendar of Ordinary Meetings for 2020-21 be approved in principle subject to final ratification at the Annual Meeting of Council on 13 May 2020.

1. Summary

In order to provide Members, Officers, other partner local authorities and the general public with as much notice as possible, a provisional Programme of Ordinary Meetings is presented to the Council in January of each year prior to its final ratification at the Annual Meeting of the Council.

2. Introduction and Background

2.1 The Programme of Ordinary Meetings for 2020-21 is based on a cycle that commences with a meeting of the Cabinet and ends with a meeting of the Council. In between those two points all other committee business takes place.

2.2 Wherever possible efforts have been made to avoid school holiday dates and political party conferences.

2.3 The Council sets its meeting draft Calendar of Ordinary Meetings independently and usually in advance of those of the town and parish councils. However, in respect of DDC Calendar of Meetings for May 2020, these do not clash with any of the key town council Annual Meeting/Mayor Making dates as follows:

- Deal Town Council – 26 May 2020
- Dover Town Council – 25 May 2020
- Sandwich Town Council – 14 May 2020

2.4 It is intended that a copy of the draft dates for 2020-21 be provided to the town councils for information once approved in principle by the full Council.

2.5 It should also be emphasised that the calendar set out in Appendix 1 only applies to committees with scheduled meetings. It does not apply to any committees that are called on an ad-hoc basis as business warrants, such as the General Purposes Committee, or the meetings of any sub-committees or project advisory groups.

3. Identification of Options

3.1 There are three options available to the Council:

3.2 Option A – To approve in principle the Calendar of Ordinary Meetings for 2020-21 as set out in Appendix 1.

3.3 Option B – To approve in principle the Calendar of Ordinary Meetings for 2020-21 with amendments.

3.4 Option C – To not approve in principle the Calendar of Ordinary Meetings for 2020-21.

4. **Evaluation of Options**

4.1 The recommended option is Option A as this supports the existing decision route cycle and avoids wherever possible school holidays and political party conferences.

4.2 Options B and C are not the recommended options as they may require adjustments to the existing decision route cycle. If any Member wishes to propose an amendment to the proposed meeting dates (Option B) they are requested to discuss these with the Democratic Services Manager prior to the date of the Council meeting at which this report is considered in order that the feasibility of any proposals can be established.

5. **Resource Implications**

There are no resource implications arising from this report as set out. However, if significant changes were to be made to the Calendar of Ordinary Meetings then this may need to be re-evaluated.

6. **Appendices**

Appendix 1 – Calendar of Ordinary Meetings 2020-21

Appendix 2 – List of KCC School Holidays

Appendix 3 - Public Holidays 2020-21 and Party-Political Conference Dates 2020-21

7. **Background Papers**

None

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