
Subject: CALENDAR OF ORDINARY MEETINGS 2020-21

Meeting and Date: COUNCIL – 22 JULY 2020

Report of: DEMOCRATIC SERVICES MANAGER

Classification: UNRESTRICTED

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

Recommendation: That Council approve the final ratification of the Programme of Ordinary Meetings for 2020-21.

1. Summary

- 1.1 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.
- 1.2 In accordance with the Rule 1.1 (xiii) of the Rules of Procedure in the Council's Constitution, the Annual Meeting of the Council is responsible for approving the final Programme of Ordinary Meetings for the forthcoming municipal year.
- 1.3 Due to the coronavirus pandemic the previously scheduled Annual Meeting on 13 May 2020 was postponed until 22 July 2020. This was possible due to the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

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 The Programme of Ordinary Meetings 2020-21 was approved in principle in January 2020 by the full Council. A number of changes have been made to that draft as a result of the coronavirus pandemic and the proposed calendar reflects this. However, the basic principles of, wherever possible, avoiding school holidays and political party conferences dates has been adhered to.
- 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, while it would be difficult to avoid conflict with all 35 town and parish council meetings, we have checked on the annual council meeting dates for the three town councils and can confirm that the proposed DDC Annual Council meeting does not clash with any of the town council Annual Meeting dates:
 - Sandwich Town Council – 17 May 2021
 - Dover District Council Annual Meeting – 19 May 2021
 - Dover Town Council – 20 May 2021
 - Deal Town Council – 25 May 2021
- 2.4 A copy of the agreed dates will be provided to the town and parish councils for information once they are approved 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.

Coronavirus and Local Authority Meetings

- 2.6 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 have changed how local authority meetings can be operated in England with the introduction of fully 'remote' committee meetings. The Council held its first remote meeting, a Planning Committee meeting, on 21 May 2020 and Democratic Services has currently rolled this out to additional meetings during June and July 2020.
- 2.7 The intention is that the calendar of ordinary meetings set out in Appendix 1 will continue to be delivered as much as is practicable by remote meeting until such time as the guidance from Government on indoor public gatherings is altered and the situation can be reviewed. The lawfulness of 'gatherings' is regulated by the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 as amended most recently (at the time this report was written) by the Health Protection (Coronavirus, Restrictions) (England) (Amendment) (No. 3) Regulations 2020.

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 it is 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. Climate Change and Environmental Implications

- 6.1 There are no climate change and environmental implications arising from the report.

7. Corporate Implications

- 7.1 Comment from the Strategic Director (Corporate Resources)(linked to the MTFP): The Head of Finance & Housing has been consulted on this report and has no further comments to add.

- 7.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.
- 7.3 Comment from the Equalities Officer: This report does not specifically highlight any equality implications, however in discharging their duties members are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15/section/149>
8. **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
9. **Background Papers**
- None

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