
Subject:	CALENDAR OF ORDINARY MEETINGS 2021-22
Meeting and Date:	COUNCIL – 19 MAY 2021
Report of:	DEMOCRATIC & CORPORATE 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 2021-22.

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 In response to Government guidance in respect of the Coronavirus pandemic and the roadmap out of lockdown, a small amendment has been made to the meetings held between 17 May 2021 and 21 June 2021 that was not previously part of the Calendar of Meetings report considered by Council at its meeting held in January 2021.

2. Introduction and Background

- 2.1 The Programme of Ordinary Meetings for 2021-22 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 2021-22 was approved in principle in January 2021 by the full Council. In keeping with a previous resolution of the Council, the basic principle that, wherever possible, meeting dates should try to avoid school holidays has been adhered to with the exception of any meetings called for August 2021. For political party conferences, there are 3 meeting dates that fall within either the Conservative Party or Labour Party Autumn 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, 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 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. The proposed date for the Annual Council meeting next year is on Wednesday 18 May 2022.
- 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 Council has successfully operated remote meeting arrangements since May 2020 using 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. However, these Regulations contained a sunset clause that expired on 6 May 2021 and it is therefore no longer permitted to hold remote meetings for the Council or committees of the Council.
- 2.7 A decision of the High Court in respect of a claim made by the Association of Democratic Services Officers (ADSO), Lawyers in Local Government (LLG) and Hertfordshire County Council (HCC) was to clarify that for remote meeting arrangements to continue it would require new primary legislation for remote meetings to continue beyond the sunset clause in the Regulations. The Government has issued a call for evidence in respect of its deliberations on whether or not to bring forward new primary legislation on the matter.
- 2.8 Accordingly, physical committee meetings in the Council Chamber have resumed after 6 May 2021. However, the period 17 May 2021 to 21 June 2021 is expected to be one in which a number of restrictions on indoor meetings will still apply. Accordingly, a decision has been taken that in the absence of urgent business, the meeting of the Dover Joint Transportation Advisory Board (which has the second largest membership of any body other than the full Council) will be changed to 8 July 2021, when, if the Government's roadmap out of lockdown continues to schedule, it can be held without the need for social distancing arrangements.

3. Identification of Options

- 3.1 There are three options available to the Council:
- 3.2 Option A – To approve the Calendar of Ordinary Meetings for 2021-22 as set out in Appendix 1.
- 3.3 Option B – To approve the Calendar of Ordinary Meetings for 2021-22 with amendments.
- 3.4 Option C – To not approve the Calendar of Ordinary Meetings for 2021-22.

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 and Corporate 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 direct climate change and environmental implications arising from the report.

7. **Appendices**

Appendix 1 – Calendar of Ordinary Meetings 2021-22

Appendix 2 – List of KCC School Holidays

Appendix 3 - Public Holidays 2021-22 and Party-Political Conference Dates 2021-22

8. **Background Papers**

None

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