
Subject:	CALENDAR OF ORDINARY MEETINGS 2022-23
Meeting and Date:	COUNCIL – 18 MAY 2022
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 2022-23.

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.

2. Introduction and Background

- 2.1 The Programme of Ordinary Meetings for 2022-23 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 2022-23 was approved in principle in January 2022 by the full Council. In keeping with a previous resolution of the Council, the basic principle that, wherever possible, scheduled meeting dates should try to avoid school holidays has been adhered to except for the Planning Committee meeting scheduled for August 2022. While the same resolution does not apply for political party conferences, wherever possible efforts have been made to minimise the conflict between the conferences and scheduled meetings. There is one meeting date (Cabinet in October 2022) that falls within the dates for the Conservative Party Autumn Conference.
- 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:
 - Walmer Town Council – 4 May 2022
 - Dover District Council Annual Meeting– 18 May 2022
 - Dover Town Council – 19 May 2022
 - Sandwich Town Council – 14 May 2022
 - Deal Town Council – 24 May 2022
- 2.4 A copy of the final agreed dates will be provided to the town and parish councils for information once they are approved by the full Council. The date for the Annual

Council meeting following the full Council elections in May 2023 is Wednesday 17 May 2023.

- 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.

Amendments since January 2022

- 2.6 The proposed calendar has seen two amendments since the draft version presented to the full Council in January 2022. The Governance Committee meeting provisionally identified for July 2022 has been deleted as the Statement of Accounts will now be presented to the scheduled September 2022. There have also been minor changes to the dates for the Dover Joint Transportation Advisory Board meeting in June 2022 and Licensing Committee in May 2023.

May 2023

- 2.7 The whole council elections will be held on Thursday 4 May 2023 and the Annual Council Meeting on Wednesday 17 May 2023. This is within the specified period under Schedule 1 of the Local Government Act 1972 following the holding of whole council elections.
- 2.8 There are no other meetings scheduled for that month due to the need to induct and train new Members of the Council prior to their taking up seats on committees with a training requirement. This training will be held primarily in late May 2023/early June 2023 and dates will be provided to Members in early 2023 for this training.
- 2.9 It should be noted that training undertaken prior to the whole council elections in May 2023 will be considered lapsed for the purposes of serving on committees that have a training prerequisite and returned members as well as new members will therefore be required to undergo the training in 2023.

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 2022-23 as set out in Appendix 1.
- 3.3 Option B – To approve the Calendar of Ordinary Meetings for 2022-23 with amendments.
- 3.4 Option C – To not approve the Calendar of Ordinary Meetings for 2022-23.

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 2022-23

Appendix 2 – List of KCC School Holidays

Appendix 3 - Public Holidays 2022-23 and Party-Political Conference Dates 2022-23

8. **Background Papers**

None

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