



# COTSWOLD DISTRICT COUNCIL

Council name	<b>COTSWOLD DISTRICT COUNCIL</b>
Name and date of Committee	<b>COUNCIL - 18 NOVEMBER 2020</b>
Report Number	<b>AGENDA ITEM 9</b>
Subject	<b>SCHEDULE OF MEETINGS - 2021/22 AND MEETING ARRANGEMENTS</b>
Wards affected	All
Accountable member	Cllr. Joe Harris - Leader of the Council Email: <a href="mailto:joe.harris@cotswold.gov.uk">joe.harris@cotswold.gov.uk</a>
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Summary/Purpose	To receive the Schedule of Meetings for the civic year 2021/22.
Annexes	Annex A - Schedule of Meetings 2021-22
Recommendation/s	<i>That the Council approve the schedule of meetings for 2021/22.</i>
Corporate priorities	Ensure that all services delivered by the Council are delivered to the highest standard
Key Decision	No
Exempt	No
Consultees/ Consultation	Members of the Constitution Working Group Senior Management Team

## **1. BACKGROUND**

The schedule of meetings is presented to Council and is formulated on a similar basis to the 2020/21 schedule.

## **2. MAIN POINTS**

- 2.1. At Full Council on 22 January 2020, the timings of meetings was approved, as below:
- 2.2. for 2020/21, Council meetings will remain either at 2pm or 6pm (in principle summer meetings (during BST) will be held at 6pm and winter meetings (during GMT) at 2pm, but with the exception being the February Budget/Council Tax meeting which will be held at 6pm);
- 2.3. for 2020/21, the Planning and Licensing Committee will trial half of its meetings no earlier than 2pm (with the Committee being able to decide the exact start time at or after 2pm);
- 2.4. for 2020/21, Overview and Scrutiny and Audit Committee meetings shall start no earlier than 4pm (with those Committees being able to decide the exact start time at or after 4pm);
- 2.5. It is considered that the meetings for 2021/22 should remain at the times above, in order to ascertain, over a longer period of time, whether the change has been beneficial to residents of the District and enabled the transparency which is sought by Members.
- 2.6. Meetings have not been held in the Council Chamber since February/March 2020, it is therefore, difficult to judge what changes would need to be made to the times, to ensure the smooth running of meetings and transparency required.
- 2.7. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (Part 3 - Modification of meetings and public access requirements) has allowed virtual meetings to take place. Since May 2020 meetings have been happening virtually and live streamed to Facebook. Evidence will be collected during 2021/22, from Facebook and webcasting viewings, to ascertain the impact this has had on the Council meetings.

## **3. FINANCIAL IMPLICATIONS**

- 3.1. In the event of relaxation of Government restrictions permitting meetings to return to in-person meetings within the Council offices, Councillors would be entitled to claim mileage expenses for attending meetings. Additional meetings could increase expenditure on mileage claims.

## **4. LEGAL IMPLICATIONS**

- 4.1. There are no specific legal implications arising from the recommendations in this report.

**5. RISK ASSESSMENT**

- 5.1. There are no key risks expected to arise from this item. However, the Council has a general duty of care to its Members and Officers, which should be borne in mind.

**6. EQUALITIES IMPACT (IF REQUIRED)**

- 6.1. Not required as a whole - however, individual proposals may require an analysis to be carried out.

**7. CLIMATE CHANGE IMPLICATIONS (IF REQUIRED)**

- 7.1. Virtual meetings during the 2020/21 municipal year have resulted in less car journeys and therefore lower emissions from combustion engines. If additional meetings are added to the schedule, and Councillors are required to travel to attend meetings in person, the impact of this may increase emissions.

**8. ALTERNATIVE OPTIONS**

- 8.1. The Council could continue with the existing arrangements; or put forward an alternative.

**9. BACKGROUND PAPERS**

- 9.1. None.

(END)