

Key Decision Required:	NO	In the Forward Plan:	YES
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CABINET

19 MARCH 2021

REPORT OF CORPORATE FINANCE AND GOVERNANCE PORTFOLIO HOLDER

A.5 PROGRAMME OF MEETINGS 2021/2022 MUNICIPAL YEAR

(Report prepared by Ian Ford)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To enable Cabinet to give consideration to the programme of meetings for the 2021/2022 Municipal Year.

EXECUTIVE SUMMARY

This report will enable Cabinet, as required by the Constitution, to submit for formal approval to the Annual Meeting of the Council a programme of meetings for the 2021/2022 Municipal Year.

RECOMMENDATIONS

- (a) That the programme of meetings for the Council and Committees, as set out in the Appendix to this report, be agreed, in principle, and be submitted to the Annual Meeting of the Council for formal approval; and**
- (b) that the proposed dates for All Member Briefings for Members be noted.**

PART 2 – SUPPORTING INFORMATION

BACKGROUND

In accordance with the Constitution a draft programme of meetings has been prepared and approved and is set out as an Appendix to this report.

The meetings of the Full Council, the Community Leadership Overview and Scrutiny Committee, the Human Resources and Council Tax Committee, the Licensing and Registration Committee and the Resources and Services Overview and Scrutiny Committee will normally commence at 7.30 p.m.

Meetings of the Planning Committee and the Planning Policy and Local Plan Committee will normally commence at 6.00 p.m. Meetings of the Planning Policy and Local Plan Committee and the Licensing & Registration Committee (other than the meeting arranged for July 2021) will be arranged as and when required.

Meetings of the Standards Committee will normally commence at 10.00 a.m.

Meetings of the Audit Committee will normally commence at 10.30 a.m.

Cabinet meetings are fixed by the Leader of the Council in accordance with Article 7.08 Cabinet Procedures Rule sub-section 1.1 of the Council's Constitution and therefore the scheduling et cetera may change. The public meetings of the Cabinet listed will normally commence at 10.30 a.m.

The programme does not show meetings of the Sub-Committees, which are arranged either at meetings of the relevant Sub-Committee or from time to time when required.

Dates for All Member Briefings have been included in order to assist Members in keeping their diaries up-to-date.

Venues for Meetings of the Council, Cabinet and Committees Etc.

Meetings of the full Council, the Cabinet and the Committees etc. will be held either remotely online via Microsoft Teams (with a live stream to the public via Facebook), or in a physical location (such as at Clacton Town Hall in the Princes Theatre for full Council meetings or in the Essex Hall for Cabinet meetings), or by a combination of the two (the so-called 'hybrid' approach). The actual mechanism by which meetings will be held will be dependent on the prevailing circumstances at the time in relation to the Covid-19 pandemic together with the statutory powers that are available to the Council in relation to the holding of meetings.

Cabinet will be aware that, as part of the "Transforming Tending" project, the Council Offices at Weeley will be closed and the site disposed of, with the departments currently based at Weeley being moved to Clacton-on-Sea. This will obviously mean that the current Council Chamber at Weeley would then no longer be available for Committee etc. meetings.

In preparation for this disposal a phased programme of office accommodation works has been underway for some time at the Town Hall, Clacton-on-Sea. Included within these works is the provision of a new Committee Room within the Town Hall in Clacton and it is currently anticipated that the new Committee will be operationally available during the Summer (subject to any Covid-19 restrictions (if any)). At that time a transition of Committee etc. meetings from Weeley to Clacton will take place.

BACKGROUND PAPERS FOR THE DECISION

None.

APPENDICES

Timetable of Meetings for the 2021/22 Municipal Year.