

# TONBRIDGE & MALLING BOROUGH COUNCIL

## COUNCIL

13 April 2021

### Report of the Director of Central Services and Deputy Chief Executive

#### Part 1- Public

#### Matters For Decision

#### 1 PROGRAMME OF MEETINGS 2021/22 AND 2022/23

The programme of meetings for the municipal year 2021/22 is attached for consideration. Management Team, Senior Officers and Cabinet Members have been consulted on the proposed dates. The draft programme for 2022/23 is also attached for consideration. Subject to any amendments identified by Members the programmes will be presented to Annual Council for endorsement.

#### 1.1 Programme of Meetings 2020/21

1.1.1 As a result of the coronavirus pandemic during 2020 the meetings of Full Council scheduled for 21 April and Annual Council scheduled for 12 May did not take place. To enable the business of the authority to continue, and to facilitate the recently allowed use of virtual meetings, a decision was taken under emergency provisions (as set out in Part 7 of the Constitution) and the programme of meetings for the municipal year 2020/21 was approved. Decision Notice D200007EM was published on 1 May 2020.

1.1.2 Meetings up to May 2021 were set up on the Committee Management System (Modern.Gov) and the website and MS Teams appointments sent to Members on a 3 monthly cycle.

#### 1.2 Programme of Meetings 2021/22

1.2.1 A programme for the municipal year 2021/22 has been prepared for approval and is attached as **Annex 1**.

1.2.2 There have been a number of changes to the provisional programme agreed in April 2021 and these are set out below:

- An extraordinary meeting of the Planning and Transportation Advisory Board has been programmed for 17 May 2021;

- At the request of the Director of Planning, Housing and Environmental Health, meetings of the Planning and Transportation Advisory Board previously programmed for 1 June and 27 July 2021 have been retained to support any unforeseen changes to the Local Plan timetable and will be cancelled if not required;
- A meeting of Cabinet has been programmed for 12 October 2021;
- A meeting of Street Scene and Environment Services Advisory Board has been programmed for 23 November 2021;
- In agreement with the Leader and Chairman, there is a reduced meeting cycle for the Overview and Scrutiny Committee which has meant that the meeting programmed for 26 August 2021 has been removed; and
- A meeting of the General Purposes Committee has been programmed for 22 March 2022 to follow the pattern set in 2021.

1.2.3 A review of internal working practices has provided an opportunity to look at how information is presented and whether contents can be viewed in a more visible and simplified format.

1.2.4 The programme of meetings has been converted to a table format and colour coded for easier reference. Dates for Bank Holidays, Elections and other events are also included.

1.2.5 The colour coding highlights significant meetings, such as Annual and Budget Council, when a meeting is to be held in Tonbridge and when a meeting is to be held on a different day than usual.

1.2.6 As a result of this change Democratic Services can use the one document to draft a programme, consult with Officers and present to Members. This has removed the historic legacy of re-entering information into a list and has created efficiencies within the Service.

### **1.3 Programme of Meetings 2022/23**

1.3.1 A draft programme for the municipal year 2022/23 has been prepared for consideration and is attached as **Annex 2**. Members are invited to comment on whether there should be any changes.

1.3.2 For awareness, further consideration is required on the following points and these will be progressed by Democratic Services in liaison with Services and relevant Members:

- Clarification on the budget setting cycle, subject to confirmation of dates for the Kent County Council, Kent Police and Kent Fire and Rescue Service

Budget meetings. Provisional Borough Council programme allows for Cabinet on 9 February and Council on 21 February 2023.

- At the request of Chief Officers, the cycle for Advisory Boards will be reviewed for early Autumn to see if there is an opportunity to increase the intervals between meetings.
- An additional meeting of the General Purposes Committee has been programmed for 21 March 2023.

#### **1.4 Legal Implications**

1.4.1 It is the responsibility of the annual meeting of the Council to approve a programme of meetings for the coming year. However, it is considered sensible to present the programmes to this meeting to allow time for any proposed revisions to be made.

#### **1.5 Financial and Value for Money Considerations**

1.5.1 N/A

#### **1.6 Risk Assessment**

1.6.1 N/A

#### **1.7 Equality Impact Assessment**

1.7.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

#### **1.8 Recommendations**

1.8.1 That the Programme of Meetings for 2021/22 (as set out in Annex 1) be approved and presented to Annual Council for formal endorsement;

1.8.2 That the revised layout for the Programme be approved; and

1.8.3 That the draft Programme of Meetings for 2022/23 (as set out in Annex 2) be agreed, subject to final approval at Annual Council in May 2022.

Background papers:

Nil

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