

Harborough District Council

Report to the Annual Council Meeting of 23rd May 2022



Title:	Draft Rota of Meetings 2022 - 2023
Status:	Public
Key Decision:	N/A
Report Author:	Naomi Kwasa, Senior Democratic Officer and Team Leader n.kwasa@harborough.gov.uk
Portfolio Holder:	Councillor Paul Dann
Appendices:	APPENDIX A - Rota of Meetings June 2022 – May 2024 Calendar View APPENDIX B - Rota of Meetings June 2022 – May 2023 List View

Executive Summary

The report asks the Council to review and agree the Draft Rota of Meetings for the municipal year 2022 – 2023, and to consider the proposed dates for the municipal year 2023 – 2024.

Recommendations

- 1. That the Draft Rota of Meetings, July 2022 – May 2023 be adopted and implemented.**
- 2. That the proposed dates for the municipal year 2023 – 2024 be considered and agreed as provisional, for final approval at Annual Council in May 2023.**

Reasons for Recommendations

Procedure Rule 1.1 Part 1(i) of Part 4 of the Council's Constitution states that the meeting of Annual Council will "... approve a programme of ordinary meetings of the Council for the year ...".

1. Purpose of Report

To consider the Draft Rota of Meetings for July 2022 – May 2023, and the proposed meetings for June 2023 – May 2024 as attached at Appendix A.





2. Background

The Council's Constitution requires that at its Annual Meeting the Council agrees a Rota of Committee, Cabinet and Council meetings for the next municipal year. At the Annual Council Meeting of 5th May 2021, the Draft Rota of Meetings was agreed for the period up to and including June 2022. The Draft Rota as attached at Appendix A includes these meetings for ease, as well as setting out provisional dates for the following municipal year to allow Members to plan accordingly. These provisional meeting dates will be subject to change until formal approval at Annual Council in May 2023.

3. Details

Council are asked to note the following information in relation to the Rota;

- The Draft Rota for the municipal year 2022-2023 has been produced in both a calendar and list view for accessibility.
- As an interim measure pending the final outcome of the peer review of the Council's Scrutiny function, additional Scrutiny meetings have been included, and meetings have been spread out to balance the workload for the Panels and officers.
- The meeting dates allocated for Budget Council in 2023 and 2024 have been scheduled to take place after the County Council budget meeting dates.
- The recess break in August, and where possible, school holidays, have been observed, and key dates are noted on the calendar.

4. Implications of Decisions

4.1. Corporate Priorities

4.1.1. The formal decision-making process supports all the corporate priorities.

4.2. Financial

4.2.1. The Rota of Meetings is designed to facilitate and encourage efficient government working. It will reflect the working needs of the Council, and facilitate efficient and appropriate use of resources.

4.2.2. Further resource implications will be directly addressed in accordance with each respective meeting.

4.3. Legal

4.3.1. Procedure Rule 1.1 Part 1(i) of Part 4 of the Council's Constitution states that the meeting of Annual Council will "... approve a programme of ordinary meetings of the Council for the year ...".



4.4. Policy

4.4.1. None in the context of this report.



4.5. Environmental Implications including contributions to achieving a net zero carbon Council by 2030

4.5.1. None in the context of this report.

4.6. Risk Management

4.6.1. None in the context of this report.

4.7. Equalities Impact

4.7.1. None in the context of this report.

4.8. Data Protection

4.8.1. None in the context of this report.

5. Summary of Consultation and Outcome

5.1. Key officers have been consulted on the Draft Rota to ensure it meets legislative requirements.

6. Alternative Options Considered

6.1. Not applicable.

7. Background papers

7.1. None.

