

Calendar of Meetings: 2022 to 2023

Report number:	COU/WS/22/005	
Report to and date:	Council	22 February 2022
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Decisions Plan: **Not applicable as this is not an executive matter**

Wards impacted: **None**

Recommendation: **It is recommended that the Calendar of Meetings 2022 to 2023, as attached at Appendix A to Report number: COU/WS/22/005, be approved.**

1. Context to this report

- 1.1 Each year, the Council adopts a calendar of meetings for the forthcoming municipal year (May 2022-May 2023).

2. Proposals within this report

- 2.1 The proposed calendar is attached at Appendix A. Where possible, the calendar takes into account known events such as school holidays.
- 2.2 No venues have been stipulated on the calendar at present and will be reviewed throughout the course of the year. This is due in part to the current COVID-19 situation and, at the time of writing, the conference room at Mildenhall Hub is not yet fully equipped with the appropriate furniture and AV equipment for a public in-person meeting to be held.
- 2.3 Furthermore, a corporate hybrid meeting project is currently still ongoing. The outcome of which will influence future meeting operation, being mindful of current legislation which requires meetings to be held in person, but noting that the Government is considering a longer-term decision about whether to make provision for councils to be able to meet remotely on a permanent basis.
- 2.4 As in previous calendars, the Development Control Chair is supportive that the Committee has two meetings in April 2023, principally to ensure Member and Officer availability over the election period and to avoid potential room clashes, hence there is no meeting of the Committee in May 2023 but there is one scheduled for May 2022 as there is no election to be held this year.
- 2.5 Members may have noted that there appears to be an increasing number of meetings being cancelled due to no items requiring decision. This was particularly noticeable for full Council meetings. This has partly been a result of the creation of the single West Suffolk Council, which necessitated several extraordinary meetings being diarised and then, post the formation of the new council, a need to find the right pattern for scheduling business across the calendar year. This has therefore unfortunately resulted in some of the previously added meetings subsequently being cancelled.
- 2.6 In response to this, for this forthcoming year, to try and avoid meetings being cancelled, Democratic Services have reviewed data in respect of meeting figures over several years and have also carried out a comparison exercise with other neighbouring authorities in drafting up the proposed calendar of meetings.
- 2.7 The relevant Chairs have been consulted on the proposals where changes were suggested to previous arrangements.

2.8 Members are asked to note those meetings marked as reserve dates which will only be utilised for a formal meeting if required.

2.9 Those meetings that are scheduled on an “as required” basis will continue to be scheduled and publicised as normal and Members will continue to receive notification of these in accordance with current processes.

3. Alternative options that have been considered

3.1 None.

4. Consultation and engagement undertaken

4.1 See paragraphs 2.6 and 2.7 above.

5. Risks associated with the proposals

5.1 Publication of the calendar of meetings ensures that members and the public are aware of forthcoming meeting dates, minimising the risk that they cannot attend and participate in the work of the Council.

6. Implications arising from the proposals

6.1 None

7. Appendices referenced in this report

7.1 Appendix A: Calendar of Meetings 2022 to 2023

8. Background documents associated with this report

8.1 None