

Executive Report

Ward(s) affected: N/A

Report of Director of Strategic Services

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Date: 25 January 2022

Draft Timetable of Council and Committee Meetings for 2022-23

Recommendation to Executive:

That full Council (on 9 February 2022) approves the proposed timetable of Council and Committee meetings for the 2022-23 municipal year, as set out in Appendix 1 to this report.

Reason for Recommendation:

To assist with the preparation of individual committee work programmes.

Is the report (or part of it) exempt from publication? No

1. Purpose of Report

1.1 To adopt a timetable of Council and Committee meetings for the 2022-23 municipal year.

2. Strategic Framework

2.1 Adoption of a timetable of meetings will enable key decisions to be programmed that will assist in working towards the delivery of the Council's vision and mission as set out in the revised Corporate Plan.

3. Main considerations

3.1 A draft timetable of meetings for the 2022-23 municipal year is attached as **Appendix 1** for the Executive's consideration.

3.2 It is proposed, following consultation with the Leader and Deputy Leader of the Council, political group leaders, and with Waverley Borough Council, to move the regular day for the meeting of the Executive from Tuesday to Thursday in 2022-23 so as to avoid diary conflicts for our Joint Chief Executive given that the Waverley Executive also meets on a Tuesday.

- 3.3 However, we have also identified a number of date clashes in the current municipal year, including Guildford's Executive and Waverley's Budget Council meetings scheduled to take place on 22 February, and there is a further clash of Guildford Executive and Waverley full Council meetings on 26 April.
- 3.4 To address this, the Leader has agreed to move the 22 February Executive meeting to Thursday 24 February and the 26 April Executive meeting to Thursday 28 April 2022. The date of the Executive meeting scheduled for Tuesday 22 March will not be changed as we already have meetings scheduled for 23 and 24 March.
- 3.5 The draft timetable at Appendix 1 also takes into account the arrangements for meetings, which will be set out in a report by the Monitoring Officer on 'Pre-Election Publicity Guidance' to be presented to a future meeting. Under those arrangements, the Monitoring Officer is recommending that only the Planning Committee and Licensing Sub-Committee should meet during the pre-election period.

4. Financial Implications

- 4.1 There are no significant financial implications arising from the proposals in this report.

5. Legal Implications

- 5.1 In accordance with the Local Government Act 1972 (as amended), the Council is required to give public notice of meetings of the Council and its committees. Approval of our timetable of meetings for the next municipal year will enable us to publish the dates of these meetings at the Council offices and on the website well in advance.

6. Human Resource Implications

- 6.1 There are no significant human resource implications arising from this report.

7. Equality and Diversity Implications

- 7.1 There are no significant equality and diversity implications arising from this report.

8. Climate Change/Sustainability Implications

- 8.1 There are no significant climate change or sustainability implications arising from this report.

9. Background Papers

None

10. Appendices

Appendix 1: Draft timetable of Council and committee meetings for 2022-23