

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

**EXECUTIVE MANAGEMENT TEAM'S
REPORT TO**

Council
06 April 2022

Report Title: Calendar of Meetings 2022 - 2026

Submitted by: Executive Management Team

Portfolios: One Council, People and Partnerships

Ward(s) affected: ALL

Purpose of the Report

To ask Council to approve the Calendar of Meetings for the period 2022 – 2026.

Recommendation

That Council approves the draft Calendar of Meetings 2022 – 2026.

Reasons

To ensure the continued operation of the Council's decision making processes.

1. **Background**

1.1 The current calendar of meetings lists dates up to and including June 2022. It is necessary to approve a new calendar of meetings to ensure the decision making process can continue without interruption.

2. **Issues**

2.1 A new calendar of meetings is needed from June 2022. The constitution states that council approves the schedule of meeting dates. It is proposed that a new calendar is approved for the whole of the forthcoming new council term. This will ensure the council's decision making process can continue and will assist with forward planning. Once meeting dates are confirmed this will enable room bookings to be made. The information will also be helpful for prospective councillors and can be used as part of the Member Induction Process.

3. **Proposal**

3.1 That Council approves the draft Calendar of Meetings 2022 – 26.

4. **Reasons for Proposed Solution**

4.1 To ensure the decision making process can continue without interruption.

5. **Options Considered**

5.1 Not approving a calendar of meetings until later in the year risks delaying decisions or increased used of urgency powers which is not good governance.

6. **Legal and Statutory Implications**

6.1 Legislation requires public notice of meetings to be given including business to be transacted. An approved calendar of meetings will support this process.

7. **Equality Impact Assessment**

7.1 There are no adverse equality impacts identified as a consequence of this report.

8. **Financial and Resource Implications**

8.1 There are no financial implications. The resource implications involve booking meeting rooms and inputting meeting dates which can be managed within existing staff resources.

9. **Major Risks**

9.1 The risk of not approving a calendar at an early stage is delayed decision making or increased use of urgency powers which is not good governance.

10. **UN Sustainable Development Goals (UNSDG)**

10.1 N/A



11. **Key Decision Information**

11.1 This is not a key decision.

12. **Earlier Cabinet/Committee Resolutions**

12.1 None

13. **List of Appendices**

13.1 Appendix 1 – draft calendar of meetings.

14. **Background Papers**

14.1 None.