

North Somerset Council

Report to the Executive

Date of Meeting: 21 October 2020

Subject of Report: Draft Calendar of Executive Meetings 2021/22

Town or Parish: None

Officer/Member Presenting: Head of Legal and Democratic Services

Key Decision: No

Reason:

The proposal does not incur expenditure or make savings of £500,000 or over and is not significant in terms of its effect on two or more wards.

Recommendations

That the Executive approves a draft calendar of Executive meetings for the 2021/22 Municipal Year.

1. Summary of Report

The report sets out suggested dates for Executive meetings for 2021/22.

2. Policy

None

3. Details

3.1 As required under the Constitution, the Municipal Calendar is approved each year at the Annual Council Meeting in May. To allow councillors and officers to plan ahead and to give members of the public as much notice as possible of forthcoming meetings, the aim is to have a draft Municipal Calendar for 2021/22 in place before the end of 2020. It is proposed to submit a draft Municipal Calendar to Council in November for approval. The draft calendar will be subject to final approval at the Annual meeting of the Council in May 2021 but will provide provisional dates well in advance.

3.2 Before submitting a draft Calendar to Council the Executive is asked to consider draft dates for its own meetings for 2021/22. Members will recall that prior to the Covid-19 pandemic, the plan for the current municipal year was to hold some Executive meetings in the community ie Portishead, Clevedon and Nailsea, and also to hold some meetings at 6.00pm to improve accessibility. However as a result of the pandemic and the Coronavirus Regulations 2020, all meetings this year have been virtual and have been held using Microsoft Teams. Meetings are now livestreamed and are also available to view after the meeting which has provided greater accessibility to meetings and improved openness and transparency around the decision-making process.

3.3 It is not therefore proposed to resurrect the previous plan to hold meetings at alternative venues and times due to the additional costs and resourcing associated with

facilitating meetings in the community and the fact that greater accessibility has now been achieved as a result of livestreaming meetings.

3.4 On the assumption that the number of Executive meetings remains at six and having regard to dates in 2020/21, the following dates are suggested.

Executive (all meetings to be held on Wednesdays at 2.30pm at the Town Hall)

23/06/21
08/09/21
20/10/21 *
08/12/21 *
02/02/22*
27/04/22

[Denotes meeting required at this point to accommodate the budget process]*

4. Consultation

Executive Members and senior officers have been consulted on proposed dates.

5. Financial Implications

Any decision to hold meetings at venues other than the Town Hall will incur additional costs in respect of venue and/or audio equipment hire and ICT support, and will require additional resourcing.

6. Legal Powers and Implications

None

7. Climate Change and Environmental Implications

Holding virtual meetings under the Coronavirus Regulations 2020 has avoided the necessity for members, officers and other participants to travel to and from meetings. If virtual meetings continue beyond May 2021 further journeys to and from meetings will be avoided. Active travel to and from any physical meetings would reduce the environmental impact associated with journeys to and from the Town Hall.

8. Risk Management

None

9. Equality Implications

Have you undertaken an Equality Impact Assessment? No

The livestreaming of Executive meetings has increased accessibility and opened up the decision making process to a wider audience.

10. Corporate Implications

None

11. Options Considered

As contained within the report.

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Appendices:

None

Background Papers:

Municipal Calendar 2020/21

Minutes of the Executive 23/10/19