

<b>COUNCIL</b>	AGENDA ITEM No. 13(a)
<b>3 FEBRUARY 2020</b>	<b>PUBLIC REPORT</b>

Report of:	Fiona McMillan, Director of Law and Governance	
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## **DRAFT PROGRAMME OF MEETINGS 2020/21**

R E C O M M E N D A T I O N S	
<b>FROM:</b> <i>Director of Law and Governance</i>	<b>Deadline date:</b> <i>N/A</i>
It is recommended that Council approves, in principle, the draft programme of meetings for 2020/21 (attached at Appendix 1).	

### **1. PURPOSE AND REASON FOR REPORT**

- 1.1 This report presents for the consideration of Council the draft annual programme of meetings for 2020/21.

### **2. BACKGROUND AND KEY ISSUES**

- 2.1 Council is asked to approve and note the draft programme of meeting dates for 2020/21 (Appendix 1). The calendar has been prepared in accordance with the arrangements that have been implemented in previous years.
- 2.2 The programme of meetings allows for necessary preparation to be undertaken in advance and to allow for Members to plan their diaries accordingly.
- 2.3 Although the schedule is for approval by Council, there may be the need for variations to be made to the schedule in-year. Any such amendments will be determined by the Chairman after prior consultation with the Group Representatives. The Mayor will determine any variation to the Council meeting schedule in consultation with Group Leaders.
- 2.4 The programme of meetings for 2020/21 will be submitted to Council for approval in its final form at the Annual Meeting of Council in 2020.

#### **Committee Meeting Start Times**

- 2.5 As agreed by Full Council on 24 July 2019, all Committees have considered and agreed their own start times for the forthcoming year. These times are set out within the appendix.

### **3. CONSULTATION**

- 3.1 Consultation has been undertaken with Council officers and partner organisations, as well as individual committees.

### **4. IMPLICATIONS**

#### **Financial Implications**

4.1 There are no financial implications for the recommendation contained in the report.

#### **Legal Implications**

4.2 There are no legal implications for the recommendation contained in the report.

#### **Equalities Implications**

4.3 There are no equalities implications for the recommendation contained in the report.

#### **Carbon Impact Assessment**

4.4 It is accepted that there will be impact from holding meetings at the Council in relation to use of the Town Hall building and travel to and from meetings. However, the Council is required to hold such meetings to carry out its statutory duties. There is no change proposed in the number of meetings taking place, only the time and date that these will be held. As such, no change in the carbon impact is anticipated.

### **5. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

5.1 Peterborough City Council Constitution.

### **6. APPENDICES**

6.1 Appendix 1 - draft programme of meetings for 2020/21.