



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Cabinet

16 June 2020

Report of: Karen Bradford
Chief Executive



Programme of meetings of Council and Committees for 2020/21

This report sets out the draft dates for meetings of the Cabinet, Overview and Scrutiny Committees and other Committees of the Council

Report Author

Naomi Page, Democratic Officer



01476 406539



naomi.page@southkesteven.gov.uk

Corporate Priority:	Decision type:	Wards:
Administrative	Administrative	All Wards

Reviewed by:	Jo Toomey, Head of Governance	26 May 2020
Approved by:	Shahin Ismail, Director of Law and Governance	26 May 2020
Signed off by:	Karen Bradford, Chief Executive	27 May 2020

Recommendation (s) to the decision maker (s)

- Notes the draft programme of meetings for 2020/21 and recommends its adoption at the next ordinary meeting of Council on 16 July 2020 under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.**

1 The Background to the Report

- 1.1 Article 4.4.1(a)(x) of the Council's Constitution states that the Council should adopt its annual programme of ordinary meetings for the forthcoming municipal year at its annual meeting. As a result of the COVID-19 pandemic, the Council's annual meeting has been postponed until September.
- 1.2 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations remove the requirement for local authorities to hold annual meetings and allows for them to be held later in the current year if desired. The provisional date for South Kesteven's annual meeting is 17 September 2020 when it is hoped that there will be some easing in COVID restrictions.
- 1.3 To provide certainty for Members and transparency for members of the public, it is proposed that the draft programme is presented to Council on 16 July 2020 for approval, rather than waiting until the annual meeting.
- 1.4 Until a programme of meetings can be approved by Council, dates for individual meetings will need to be agreed with the relevant Chairman. The Council has also released a press statement noting that all meetings will be taking place virtually until September 2020. This will be reviewed if restrictions remain in place.
- 1.5 Under the provisions of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations, the Council is also able to hold Council and Committee meetings and make decisions remotely. As shown on the programme of meetings attached as Appendix 1 to this report, arrangements are currently in place for meetings to be held virtually until September 2020. At that time, the situation will be reviewed and the appropriate steps for future meeting arrangements will be taken in line with Government guidance.

2 Consultation and Feedback Received, Including Overview and Scrutiny

- 2.1 A copy of the draft programme of meetings has been shared with all Members of the Council and their comments and feedback have been reflected in the draft version attached as Appendix 1 to this report. A list of amendments made subsequent to this feedback can be found at Appendix 2 to this report.

3 Available Options Considered

- 3.1 The first option available is to approve the draft programme of meetings at the next ordinary meeting of full Council.
- 3.2 The Council could wait until the Annual Meeting to adopt its programme of meetings but as this is not likely to be until September 2020, there is a lack of certainty for Members and limits public transparency and accountability.

4 Preferred Option

- 4.1 To adopt the annual programme of meetings at the next ordinary meeting of Council.

5 Reasons for the Recommendation (s)

- 5.1 Adopting the annual programme at the next ordinary meeting of Council will provide certainty, allowing Members and officers to effectively plan the timeline for strategic

decisions that need to be made by Council and Cabinet, while allowing for appropriate scrutiny and consultation.

6 Next Steps – Communication and Implementation of the Decision

6.1 If Cabinet is supportive of the draft, it will be added to the agenda for the Council meeting on 16 July 2020, incorporating any changes requested by Cabinet.

7 Financial Implications

7.1 There are no financial implications arising as a result of this report.

Financial Implications reviewed by: Richard Wyles, Interim Director of Finance

8 Legal and Governance Implications

8.1 Legal and governance implications are captured within the body of the report.

Legal Implications reviewed by: Jo Toomey, Head of Governance

9 Equality and Safeguarding Implications

9.1 There are no equality or safeguarding implications arising as a result of this report.

10 Risk and Mitigation

10.1 Risk has been considered in the preparation of this report and no significant high risks have been identified.

11 Community Safety Implications

11.1 There are no community safety implications arising as a result of this report.

12 How will the recommendations support South Kesteven District Council's declaration of a climate emergency?

12.1 Holding virtual meetings has a positive climate impact because of the reduction in travel for Members and officers.

13 Appendices

13.1 Appendix 1: Draft Programme of Meetings 2020/21

13.2 Appendix 2: Changes made to the draft Programme of Meetings

Report Timeline:	Date of Publication on Forward Plan (if required)	Not applicable
	Previously Considered by:	Not applicable
	Final Decision date	16 July 2020