

<b>Item No.</b> 5.4	<b>Classification:</b> Open	<b>Date:</b> 15 July 2020	<b>Meeting Name:</b> Council Assembly
<b>Report title:</b>		Council Assembly Dates and Calendar of Meetings 2020-21	
<b>Ward(s) or groups affected:</b>		All	
<b>From:</b>		Head of Constitutional Services	

## RECOMMENDATIONS

1. That council assembly agree the following dates for meetings of council assembly be fixed in the council calendar for the 2020-21 municipal year:

<b>Council Assembly</b>	<b>Type of Meeting</b>
Wednesday 16 September 2020	Annual Meeting
Wednesday 25 November 2020	Ordinary meeting
Wednesday 24 February 2021	Budget and council tax setting
Wednesday 24 March 2021	Ordinary meeting
Saturday 8 May 2021 <i>Note: Alternative dates are Monday 17 May 2021 or Monday 24 May 2021</i>	Annual meeting <i>Note: To be held jointly with Civic Awards Ceremony</i>

2. That council assembly note the calendar of council meetings for the 2020-21 municipal year as shown at Appendix 1.

## BACKGROUND INFORMATION

### Council assembly dates

3. Council assembly procedure rules require that meetings shall take place on such dates as agreed by council assembly.
4. The proposed dates are based on an outline decision by the constitutional steering panel following the Covid-19 social distancing requirements and the changes set out in the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

## KEY ISSUES FOR CONSIDERATION

5. A schedule of council assembly meetings for the 2020-21 municipal year has been prepared and is shown at recommendation 1.
6. Council assembly will need to be asked to formally agree these dates, in accordance with constitutional provision council assembly procedure rule 2.1.

7. A calendar of all council meetings for the 2020-21 municipal year (including council assembly meetings) has been prepared and is shown at Appendix 1. Appendix 2 is a list of all meetings for 2020-21 in a table format.
8. The calendar (Appendix 1) includes the dates for school holidays, party conferences and other committed dates. Due to business demands of the service, certain meetings will meet more frequently, for example, cabinet, overview and scrutiny committee and planning committee. Cabinet procedure rule 2.1 requires that the cabinet should meet at least eight times per year; therefore cabinet meetings are scheduled in line with this requirement. Scrutiny sub-committees are included in the draft calendar, pending their establishment by the overview and scrutiny committee.
9. The draft calendar has been circulated to group whips and relevant officers and comments have been collated as received and appropriate amendments made. The meeting cycle and framework has been scheduled in accordance with the council's governance arrangements and the current referral mechanism.
10. In respect of meetings other than council assembly, this calendar is subject to amendments, additions and cancellations. The calendar is published on the council's website and is regularly updated throughout the year.
11. The early planning and scheduling of formal council meetings is a vital and integral part of the decision making process. This supports the efficient administration of the council.

#### **Community impact statement**

12. Publicising details of council and committee meetings will enable all stakeholders and the community to forward plan, should they wish to attend and, if appropriate, address those meetings, in accordance with the constitution. The constitution enables people, including the local community where relevant, to understand the role that they can play in the decision making of the council.

#### **Resource implications**

13. There are no direct resource implications in the context of this report.

#### **SUPPLEMENTARY ADVICE FROM OTHER OFFICERS**

14. Any legal issues are outlined in the body of the report.

## BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Southwark Constitution: <a href="http://moderngov.southwark.gov.uk/ieListMeetings.aspx?CId=425&amp;Year=0">http://moderngov.southwark.gov.uk/ieListMeetings.aspx?CId=425&amp;Year=0</a>	Council Offices, 160 Tooley Street, London SE1 2QH	Constitutional Team Email: <a href="mailto:constitutional.team@southwark.gov.uk">constitutional.team@southwark.gov.uk</a> Tel: 020 7525 7055

## APPENDICES

Appendix	Title
Appendix 1	Council Calendar 2020-21
Appendix 2	Council Calendar 2020-21 (table format)

## AUDIT TRAIL

<b>Lead Officer</b>	Chidilim Agada, Head of Constitutional Services	
<b>Report Author</b>	Chidilim Agada, Head of Constitutional Services Gerald Gohler, Constitutional Officer	
<b>Version</b>	Final	
<b>Dated</b>	1 July 2020	
<b>Key Decision?</b>	No	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments Included</b>
Director of Law and Democracy	Yes	Incorporated in the report
Strategic Director of Finance and Governance	No	No
<b>Cabinet Member</b>	No	No
<b>Date final report sent to Constitutional Team</b>	1 July 2020	