

<b>Report to:</b>	Cabinet Council	<b>Date of Meeting:</b>	3 December 2020 21 January 2021
<b>Subject:</b>	Programme of Meetings – 2021/22 Municipal Year		
<b>Report of:</b>	Chief Legal and Democratic Officer	<b>Wards Affected:</b>	All
<b>Cabinet Portfolio:</b>	Regulatory, Compliance and Corporate Services		
<b>Is this a Key Decision:</b>	No	<b>Included in Forward Plan:</b>	No
<b>Exempt / Confidential Report:</b>	No		

### Summary:

To seek approval of a Programme of Meetings for the 2021/22 Municipal Year.

### Recommendation:

#### Cabinet

That the Programme of Meetings for the Cabinet, Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board for 2021/22 as set out in Annexes A and D of the report be approved.

#### Council: That:

- (1) the Programme of Meetings for the Council, Member Briefing Sessions; Regulatory Committees; and Overview and Scrutiny Committees for 2021/22 as set out in Annexes B and C of the report be approved;
- (2) the Programme of Meetings for the Cabinet, Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board for 2021/22 as set out in Annexes A and D of the report be noted; and
- (3) in consultation with the Chair of the Planning Committee consideration be given to the starting time of meetings of the Planning Committee if remote meetings continue to be held in 2021/22.

### Reasons for the Recommendation:

To enable the business of the Council and its various Committees/bodies to be conducted during the 2021/22 Municipal Year.

### Alternative Options Considered and Rejected:

None. The Council is required to produce a programme of meetings.  
**What will it cost and how will it be financed?**

**(A) Revenue Costs – None**

**(B) Capital Costs – None**

**Implications of the Proposals:**

<b>Resource Implications (Financial, IT, Staffing and Assets):</b> None
<b>Legal Implications:</b> None
<b>Equality Implications:</b> There are no equality implications.

**Contribution to the Council's Core Purpose:**

Protect the most vulnerable: Not applicable
Facilitate confident and resilient communities: Not applicable
Commission, broker and provide core services: Not applicable
Place – leadership and influencer: The Programme of Meetings for 2021/22 will be published on the Council's website for the benefit of the residents of Sefton and the wider general public. This will raise awareness of the Council's political management system and allow the opportunity for the public to engage in the Council's democratic processes.
Drivers of change and reform: Not applicable
Facilitate sustainable economic prosperity: Not applicable
Greater income for social investment: Not applicable
Cleaner Greener: Not applicable

**What consultations have taken place on the proposals and when?**

**(A) Internal Consultations**

The Executive Director of Corporate Resources and Customer Services (FD6182 /20) has been consulted and notes there are no direct financial implications arising from this report.

The Chief Legal and Democratic Officer (LD 4374/20) is the author of this report.

Chief Executive  
Executive Director of Corporate Resources and Customer Services  
Head of Communities  
Head of Strategic Support  
Head of Health and Wellbeing  
Chief Planning Officer

**(B) External Consultations**

Merseyside Police and Crime Commissioner

**Implementation Date for the Decision**

In respect of the Programme of Meetings for the Cabinet, Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board the implementation date will be upon the expiry of the call-in period of the minutes of the Cabinet meeting.

In respect of the Programme of Meetings for the Council, Member Briefing Sessions; Regulatory Committees; and Overview and Scrutiny Committees immediately following the Council meeting.

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**Appendices:**

- Annex A - Programme of Meetings for the Cabinet in 2021/22
- Annex B - Programme of Meetings for the Council, Members' Briefing Sessions and Regulatory Committees in 2021/22
- Annex C - Programme of Meetings for the Overview and Scrutiny Committees in 2021/22
- Annex D - Programme of Meetings for the Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board in 2021/22

**Background Papers:**

There are no background papers available for inspection.

**1. Introduction/Background**

- 1.1 The Council is required to establish a programme of meetings for the 2021/22 Municipal Year.
- 1.2 Annexes are attached to the report setting out the suggested programme.

1.3 Similar to the arrangements put in place last year once the programme of meetings have been approved, an “in-house” diary will be produced for Members of the Council.

## **2. Programme of Meetings 2021/22**

2.1 The key principles of the Programme of Meetings are as follows:

- Five Ordinary Council Meetings to be held every 8 weeks on a Thursday commencing at 6.30 p.m. plus the Budget Council Meeting to be held on 3 March 2022.
- Council will not meet on the same day as Cabinet.
- Members’ Briefing Sessions to be held at 5.00 p.m. prior to the five Ordinary Council Meetings.
- No meetings will be held:
  - In the period between Christmas and New Year (December 2021/January 2022)
  - In April 2022 except for the meetings of the Planning Committee, Cabinet and Council.
- As far as possible no meetings will be held during the school half term holiday weeks.
- The programme of meetings indicates that all meetings will alternate between Bootle and Southport Town Halls. However, as Members will be aware, the current Covid-19 pandemic has necessitated the arrangement of remote meetings. This will be reviewed as and when required based on the advice from the Director of Public Health in consultation with the Leader of the Council and the Chief Executive
- Cabinet Meetings to be held on a Thursday at 10.00 a.m. The first meeting to be held on 27 May 2021.
- Planning Committee to meet every four weeks on a Wednesday.
- Planning Visiting Panel to meet 2 days prior to each meeting of the Planning Committee to undertake site visits as agreed by the Committee.
- Each of the 4 Overview and Scrutiny Committees to meet bi monthly, 5 times during the year commencing at 6.30 p.m. – the main Overview and Scrutiny work will be done by Working Groups established on an ad hoc basis.
- Special meeting of the Overview and Scrutiny Committee (Regulatory,

Compliance and Corporate Services) to be held on 8 February 2022 to scrutinise the Cabinet budget process.

- Overview and Scrutiny Management Board to meet 5 times per year, commencing at 4.30 p.m.
- Licensing and Regulatory Committee to meet quarterly on a Monday commencing at 6.30 p.m.
- Meetings of the Licensing Sub-Committee to be convened as and when required.
- Audit and Governance Committee to meet every quarter (4 meetings per year) on a Wednesday commencing at 3.00 p.m. in order to meet statutory requirements etc.
- Pay and Grading Committee to be convened as and when required.
- Health and Wellbeing Board to meet 4 times per year.
- The dates for the Public Engagement and Consultation Panel, which are not public meetings are included in the Corporate Calendar.

### **3. Covid-19 Impact on Meetings – Planning Committee**

- 3.1 As mentioned in 2.1 above the programme of meetings indicates that all meetings will alternate between Bootle and Southport Town Halls. However, as Members will be aware, the current Covid-19 pandemic has necessitated the arrangement of remote meetings. This will be reviewed as and when required based on the advice from the Director of Public Health in consultation with the Leader of the Council and the Chief Executive.
- 3.2 All meetings currently being held remotely, other than Planning Committee, meet at the times approved by Cabinet and Council in December/January 2019/20 respectively.
- 3.3 Planning Committee now meets at 1.00 p.m. rather than the previously agreed start time of 6.30 p.m. (Note: to be consistent with previous years the attached calendar and annexes show the commencement time of Planning Committee of 6.30 p.m.)
- 3.4 The operation of Planning Committee meetings commencing at 1.00 p.m. is working well and therefore, the views of Council are sought on continuing with this arrangement whilst remote meetings are held into the new Municipal Year
- 3.5 At its meeting held on 3 December 2020 the Cabinet approved the Programme of Meetings for the Cabinet, Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board for 2021/22 as set out in Annexes A and D of the report. The Cabinet

also recommended that in consultation with the Chair of the Planning Committee consideration be given to the starting time of meetings of the Planning Committee if remote meetings continue to be held in 2021/22. The recommendation contained in this report has been amended to reflect the decision of Cabinet.

#### **4. Calendar of Meetings**

- 4.1 A copy of the Calendar of Meetings for 2021/22 and associated annexes are attached.