

Date of Meeting: 5 November 2019

Portfolio Holder: Cllr S Flower, Leader/Governance, Performance & Communications

Local Member(s): All Members

Director: Jonathan Mair, Corporate Director, Legal & Democratic

**Executive Summary:**

To consider the calendar of meetings for the 2020-21 municipal year.

**Equalities Impact Assessment:**

None

**Budget:**

Dorset Council will apply its scheme of allowances for the travel requirements for members to attend meetings. There may also be incidental costs as a result of venue bookings which are chargeable. Where other venues have been used the cost of using these venues has been minimised as far as possible.

**Risk Assessment:**

Having considered the risks associated with this decision, the level of risk has been identified as:

Current Risk: LOW

Residual Risk: LOW

**Climate implications:**

Careful management of the calendar of meetings prevents unnecessary meetings and limits the number of avoidable of journeys travelled by members of the council.

**Recommendation to Full Council:**

1. That the Calendar of Meetings for the period May 2020 to May 2021 be adopted.
2. That authority be delegated to the Corporate Director – Legal and Democratic Services to make any necessary changes, in consultation with

the relevant Chairmen and Vice-Chairmen, to ensure effective political management.

3. That a review of the calendar of meetings be carried out as part of the fundamental review of the Council's Constitution.

**Reason for Recommendation:**

To ensure effective political management, comply with the Dorset Council Procedure Rules and to put into place appropriate arrangements for Council committee meetings.

**Appendices:**

Appendix – Calendar of Meetings for the period May 2020 - 2021

**Background Papers:**

There were no background papers

**Officer Contact:**

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**Purpose of the report**

1. The draft calendar of meetings for the municipal year 2020 to 2021 is presented to the Cabinet and Full Council for formal adoption and is attached at appendix 1 to this report.
2. Due to the nature of its business, it is proposed that in the future the meetings of the Staffing Committee meet on an Ad hoc basis. Similarly the Appeals Committee dates have been reduced to reflect the frequency of meetings. However it is proposed that additional meetings could be added to the calendar if there was a business need requirement.
3. Members are asked to note that there are no significant changes to report and it is proposed that any detailed analysis of the Calendar be part of the future fundamental review of the Constitution.