

COUNCIL – 25TH APRIL 2022

Report of the Chief Executive

ITEM 6.4 TIMETABLE FOR COUNCIL AND COMMITTEE MEETINGS AND MEMBER TRAINING DAYS FOR 2022/24

Purpose of Report

To consider a proposed timetable for Council and committee meetings and designated member training days for the next two Council years (2022 - 2024), from June 2022 to May 2024.

Recommendations

1. That the schedule of Council, Cabinet, Scrutiny and other committee meetings for 2022-24, attached as Appendix 1 to the report, be approved.
2. That the proposed dates for member training days for 2022-24, attached as Appendix 2 to the report, be endorsed.
3. That delegated authority be given to the Head of Strategic Support to make minor amendments and corrections to the schedule of Council and committee meetings and member training days.

Reasons

1. To ensure that a schedule of meetings for 2022-24 is agreed to enable planning for the forthcoming two Council years.
2. To ensure that there is a timetable to enable planning for training and development days for councillors and co-opted members.
3. To enable minor amendments and corrections to be made in a timely manner.

Policy Justification and Previous Decisions

Council Meeting Dates

The Full Council Procedures set out the responsibility of Council to set a programme of Council meetings for the year. The Procedure Rules for Cabinet and committees allow them to fix the date and time of their meetings. Full Council is asked to agree the meeting dates for all meetings to enable the programme to be co-ordinated. Two Council years have been included to enable planning by members.

Member Training Days

The Member Development Strategy, approved by Council on 9th November 2020 (minute 54 refers), sets out the following in respect of member training days:

- As part of setting the annual calendar of meetings one day per month will be allocated as a training day and one day per quarter as a planning training day so that members can have as much notice as possible of the dates on which training is to take place.
- The day of the week selected for training days will take into account the needs of all members and this may require different days to be utilised over the course of the year.

Therefore in proposing dates for member training days different days of the week have been selected.

Implementation Timetable including Future Decisions

Attached as appendices are proposed timetables for the next two Council years (2022-2024) for:

- Council, Cabinet, Scrutiny and committee meetings (Appendix 1)
- Monthly member training days and quarterly planning update training days (Appendix 2).

Amendments to the programme of meetings can be agreed during the year by the relevant bodies or by councillors and officers as set out in the Council's Constitution.

Report Implications

The following implications have been identified for this report.

Financial Implications

None.

Risk Management

There are no specific risks associated with these recommendations.

Background Papers: None

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APPENDIX 1

SCHEDULE OF COUNCIL AND COMMITTEE MEETINGS FOR 2022-24

<i>Meeting</i>	<i>Day</i>	<i>Date</i>
Annual Council	Monday	23rd May 2022
Plans Committee	Thursday	26th May 2022
Appeals and Reviews Committee	Monday	30th May 2022
Scrutiny Commission	Monday	6th June 2022
Personnel Committee	Tuesday	7th June 2022
Cabinet	Thursday	9th June 2022
Member Conduct Committee	Monday	13th June 2022
Loughborough Area Committee	Wednesday	15th June 2022
Council	Monday	20th June 2022
Licensing Committee	Tuesday	21st June 2022
Plans Committee	Thursday	23rd June 2022
Appeals and Reviews Committee	Monday	27th June 2022
Finance and Performance Scrutiny Committee	Tuesday	28th June 2022
Scrutiny Commission	Monday	4th July 2022
Cabinet	Thursday	7th July 2022
Audit Committee	Tuesday	12th July 2022
Plans Committee	Thursday	21st July 2022
Appeals and Reviews Committee	Monday	25th July 2022
Scrutiny Commission	Monday	8th August 2022
Cabinet	Thursday	11th August 2022
Plans Committee	Thursday	18th August 2022
Appeals and Reviews Committee	Monday	22nd August 2022
Council	Monday	5th September 2022
Finance and Performance Scrutiny Committee	Tuesday	6th September 2022
Scrutiny Commission	Monday	12th September 2022
Cabinet	Thursday	15th September 2022
Member Conduct Committee	Monday	19th September 2022
Plans Committee	Thursday	22nd September 2022
Appeals and Reviews Committee	Monday	26th September 2022
Scrutiny Commission	Monday	10th October 2022
Personnel Committee	Tuesday	11th October 2022
Cabinet	Thursday	13th October 2022
Licensing Committee	Tuesday	18th October 2022
Plans Committee	Thursday	20th October 2022
Appeals and Reviews Committee	Monday	24th October 2022
Council	Monday	7th November 2022
Audit Committee	Tuesday	8th November 2022

<i>Meeting</i>	<i>Day</i>	<i>Date</i>
Scrutiny Commission	Monday	14th November 2022
Cabinet	Thursday	17th November 2022
Appeals and Reviews Committee	Tuesday	21st November 2022
Audit Committee	Tuesday	22nd November 2022
Plans Committee	Thursday	24th November 2022
Member Conduct Committee	Monday	28th November 2022
Finance and Performance Scrutiny Committee	Tuesday	29th November 2022
Appeals and Reviews Committee	Monday	5th December 2022
Loughborough Area Committee	Wednesday	7th December 2022
Scrutiny Commission	Monday	12th December 2022
Cabinet	Thursday	15th December 2022
Personnel Committee	Tuesday	20th December 2022
Plans Committee	Thursday	22nd December 2022
Scrutiny Commission	Monday	9th January 2023
Cabinet	Thursday	12th January 2023
Plans Committee	Thursday	19th January 2023
Council	Monday	23rd January 2023
Appeals and Reviews Committee	Monday	30th January 2023
Audit Committee	Tuesday	31st January 2023
Scrutiny Commission	Monday	6th February 2023
Licensing Committee	Tuesday	7th February 2023
Cabinet	Thursday	9th February 2023
Plans Committee	Thursday	16th February 2023
Appeals and Reviews Committee	Monday	20th February 2023
Council	Monday	27th February 2023
Scrutiny Commission	Monday	6th March 2023
Finance and Performance Scrutiny Committee	Tuesday	7th March 2023
Cabinet	Thursday	9th March 2023
Member Conduct Committee	Monday	13th March 2023
Plans Committee	Thursday	16th March 2023
Council	Monday	20th March 2023
Appeals and Reviews Committee	Tuesday	21st March 2023
Personnel Committee	Tuesday	28th March 2023
Scrutiny Commission	Tuesday	11th April 2023
Cabinet	Thursday	13th April 2023
Plans Committee	Thursday	20th April 2023
Appeals and Reviews Committee	Tuesday	21st April 2023
Audit Committee	Tuesday	25th April 2023
Annual Council	Monday	22nd May 2023
Plans Committee	Thursday	25th May 2023
Scrutiny Commission	Tuesday	30th May 2023

<i>Meeting</i>	<i>Day</i>	<i>Date</i>
Cabinet	Thursday	1st June 2023
Member Conduct Committee	Monday	5th June 2023
Appeals and Reviews Committee	Monday	12th June 2023
Personnel Committee	Tuesday	13th June 2023
Loughborough Committee	Wednesday	14th June 2023
Council	Monday	19th June 2023
Licensing Committee	Tuesday	20th June 2023
Plans Committee	Thursday	22nd June 2023
Finance and Performance Scrutiny Committee	Tuesday	27th June 2023
Scrutiny Commission	Monday	3rd July 2023
Cabinet	Thursday	6th July 2023
Audit Committee	Tuesday	11th July 2023
Plans Committee	Thursday	20th July 2023
Appeals and Reviews Committee	Monday	24th July 2023
Scrutiny Commission	Monday	7th August 2023
Cabinet	Thursday	10th August 2023
Plans Committee	Thursday	17th August 2023
Appeals and Reviews Committee	Monday	21st August 2023
Council	Monday	4th September 2023
Scrutiny Commission	Monday	11th September 2023
Finance and Performance Scrutiny Committee	Tuesday	12th September 2023
Cabinet	Thursday	14th September 2023
Member Conduct Committee	Monday	18th September 2023
Audit Committee	Tuesday	19th September 2023
Plans Committee	Thursday	21st September 2023
Appeals and Reviews Committee	Monday	25th September 2023
Scrutiny Commission	Monday	9th October 2023
Personnel Committee	Tuesday	10th October 2023
Cabinet	Thursday	12th October 2023
Licensing Committee	Tuesday	17th October 2023
Plans Committee	Thursday	19th October 2023
Appeals and Reviews Committee	Monday	23rd October 2023
Council	Monday	6th November 2023
Scrutiny Commission	Monday	13th November 2023
Cabinet	Thursday	16th November 2023
Audit Committee	Tuesday	21st November 2023
Plans Committee	Thursday	23rd November 2023
Appeals and Reviews Committee	Monday	27th November 2023
Finance and Performance Scrutiny Committee	Tuesday	28th November 2023
Member Conduct Committee	Monday	4th December 2023

<i>Meeting</i>	<i>Day</i>	<i>Date</i>
Loughborough Area Committee	Wednesday	6th December 2023
Scrutiny Commission	Monday	11th December 2023
Cabinet	Thursday	14th December 2023
Appeals and Reviews Committee	Monday	18th December 2023
Personnel Committee	Tuesday	19th December 2023
Plans Committee	Thursday	21st December 2023
Scrutiny Commission	Monday	8th January 2024
Cabinet	Thursday	11th January 2024
Council	Monday	15th January 2024
Appeals and Reviews Committee	Monday	22nd January 2024
Plans Committee	Thursday	25th January 2024
Audit Committee	Tuesday	30th January 2024
Scrutiny Commission	Monday	5th February 2024
Licensing Committee	Tuesday	6th February 2024
Cabinet	Thursday	8th February 2024
Appeals and Reviews Committee	Monday	19th February 2024
Plans Committee	Thursday	22nd February 2024
Council	Monday	26th February 2024
Scrutiny Commission	Monday	4th March 2024
Finance and Performance Scrutiny Committee	Tuesday	5th March 2024
Cabinet	Thursday	7th March 2024
Member Conduct Committee	Monday	11th March 2024
Plans Committee	Thursday	21st March 2024
Appeals and Reviews Committee	Monday	25th March 2024
Personnel Committee	Tuesday	26th March 2024
Scrutiny Commission	Monday	2nd April 2024
Cabinet	Thursday	4th April 2024
Appeals and Reviews Committee	Monday	15th April 2024
Plans Committee	Thursday	18th April 2024
Council	Monday	22nd April 2024
Audit Committee	Tuesday	23rd April 2024
Scrutiny Commission	Tuesday	29th April 2024
Cabinet	Thursday	2nd May 2024
Appeals and Reviews Committee	Monday	7th May 2024
Annual Council	Monday	13th May 2024
Plans Committee	Thursday	16th May 2024

APPENDIX 2

SCHEDULE OF MEMBER TRAINING DAYS FOR 2022-24

Type	Day	Date
Monthly	Tuesday	31st May 2022
Monthly	Wednesday	8th June 2022
Planning	Thursday	30th June 2022
Monthly	Thursday	13th July 2022
Monthly	Wednesday	17th August 2022
Monthly	Tuesday	20th September 2022
Planning	Thursday	29th September 2022
Monthly	Wednesday	19th October 2022
Monthly	Tuesday	15th November 2022
Planning	Thursday	1st December 2022
Monthly	Thursday	8th December 2022
Monthly	Thursday	26th January 2023
Monthly	Wednesday	22nd February 2023
Planning	Thursday	23rd February 2023
Monthly	Wednesday	15th March 2023
Monthly	Tuesday	18th April 2023
Monthly	Thursday	15th June 2023
Planning	Thursday	29th June 2023
Monthly	Tuesday	4th July 2023
Monthly	Tuesday	15th August 2023
Monthly	Thursday	7th September 2023
Planning	Thursday	28th September 2023
Monthly	Thursday	26th October 2023
Monthly	Monday	20th November 2023
Monthly	Tuesday	5th December 2023
Monthly	Thursday	24th January 2024
Planning	Thursday	1st February 2024
Monthly	Monday	12th February 2024
Monthly	Thursday	14th March 2024
Monthly	Tuesday	16th April 2024
Monthly	Thursday	30th May 2024