

<b>Item No.</b> 6.4	<b>Classification:</b> Open	<b>Date:</b> 24 March 2021	<b>Meeting Name:</b> Council Assembly
<b>Report title:</b>		Council Assembly Dates and Calendar of Meetings 2021-2022	
<b>Ward(s) or groups affected:</b>		All	
<b>From:</b>		Constitutional Steering Panel	

## RECOMMENDATIONS

1. That council assembly agree the following dates for meetings of council assembly be fixed in the council calendar for the 2021-22 municipal year:

<b>Council Assembly</b>	<b>Type of Meeting</b>
Monday 24 May 2021 at 7.00pm (Alternative date as agreed by council assembly 15 July 2020)	Annual Meeting
Wednesday 14 July 2021	Ordinary meeting
Wednesday 24 November 2021	Ordinary meeting
Wednesday 23 February 2022	Budget and council tax setting
Wednesday 23 March 2022 (to be confirmed)	Ordinary meeting
Saturday 21 May 2022 at 11am	Annual meeting <i>Note: May be held jointly with Civic Awards Ceremony</i>

2. That council assembly note the calendar of council meetings for the 2021-22 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 the 2020-21 calendar of meetings and in line with the practice adopted at council assembly in July 2016 of five meetings per municipal year, which includes the annual council assembly meeting. The meeting dates in July and November 2021 and March 2022

may be subject to change as constitutional steering panel will review these dates and make recommendations to the Mayor and council assembly.

## **KEY ISSUES FOR CONSIDERATION**

5. A schedule of council assembly meetings for the 2021-22 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 2021-22 municipal year (including council assembly meetings) has been prepared and is shown at Appendix 1. Appendix 2 is a list of all meetings for 2021-22 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. Meetings are scheduled to avoid Thursdays as many councillors' surgeries are scheduled then. The calendar is designed to avoid clashes as far as is possible, but some days unavoidably have two meetings on.
11. 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.
12. 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**

13. 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

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

## SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

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

## BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Southwark Constitution: <a href="http://modern.gov.southwark.gov.uk/ieListMeetings.aspx?CId=425&amp;Year=0">http://modern.gov.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 2021-22
Appendix 2	Council Calendar 2021-22 (table format)

## AUDIT TRAIL

<b>Lead Officer</b>	Chidilim Agada, Head of Constitutional Services	
<b>Report Author</b>	Chidilim Agada, Head of Constitutional Services	
<b>Version</b>	Final	
<b>Dated</b>	9 March 2021	
<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 Governance	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>	9 March 2021	