

# Calendar of Meetings - 2021-2022 Municipal Year

**Council**

**Date: 21<sup>st</sup> May 2021**

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Author: Leader of the Council and Chief Legal Officer (Monitoring Officer)  
Wards: All  
Parishes Affected: All

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## **1. Purpose and Reasons**

- 1.1 To consider and agree amended dates for meetings of the Council, the Cabinet, Committees and Other Swindon Borough Council bodies for the 2021-2022 Municipal Year.
- 1.2 The Council Constitution requires the formal confirmation of the dates of Council meetings at its Annual Meeting. To enable appropriate planning of meetings and nominations to Committees of the Council to take place, and to assist Members in planning their work and family commitments, the Council is asked to approve provisionally the amended full calendar of meetings for 2021-2022 in advance of the Annual Council meeting.

## **2. Recommendations**

Council is recommended to:

- 2.1 Agree that the Amended Timetable of Meetings for 2021-22 as set out in Appendix 1 be approved for formal adoption by Annual Council in May 2021
- 2.2 Authorise the Chief Legal Officer (Monitoring Officer), in consultation with the Leader of the Council, to vary the dates for meetings of the Council, the Cabinet, Committees and Other Swindon Borough Council bodies should this prove necessary for the efficient discharge of Council business.

## **3. Detail**

- 3.1 Council considered and agreed an indicative Municipal Timetable for 2021/22 on 19<sup>th</sup> November 2020 (Minute 60 2020/21 refers). At that meeting, Members requested officers a) investigate moving the November Council meeting to a date later in the month and b) that more checks were undertaken to ensure whenever possible that meeting were not scheduled in school holidays. In addition to this, the Monitoring Officer considers that it is best practice to reduce the number of meetings that might occur in the local election pre-election period.
- 3.2 A full, proposed amended timetable is attached at Appendix One. New dates are shown in bold while dates that are no longer valid are shown with the strikethrough character.
- 3.3 Dates are included in this Appendix for the Children Safeguarding Partnership, Adult Safeguarding Board, Wiltshire and Swindon Police and Crime Panel and the Dorset and

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Wiltshire Fire and Rescue Authority for information only, as these meeting dates are arranged separately

## **4. Alternative Options**

- 4.1 No alternative options are proposed.

## **5. Implications, Diversity Impact Assessment and Risk Management**

### Financial and Procurement Implications

- 5.1 There are no financial or procurement implications as the costs of meetings is met from within existing departmental budgets.

### Legal and Human Rights Implications

- 5.2 Legal and Human Rights considerations have been taken fully into account in compiling this report.

### All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.3 There are no specific implications that relate to staff, sustainability, health, rural, crime and disorder within this report.

### Diversity Impact Assessment

- 5.4 A Diversity Impact Assessment has not been completed for this report as no changes to services are proposed.

### Risk Management

- 5.5 Members are reminded that any early draft timetable can only be indicative and that the final version will not be determined until the Annual Council meeting at the start of the Municipal Year.

## **6. Consultees**

- 6.1 The Corporate Director of Finance and Assets (s151 officer) and Chief Legal Officer (Monitoring Officer) are consulted in respect of all reports.

## **7. Background Papers**

- 7.1 None.

## **8. Appendices**

- 8.1 Appendix 1 – Updated Proposed Council timetable 2021 - 2022