

<b>ANNUAL MEETING OF THE COUNCIL</b>	<b>DATE</b> 25 May 2022	<b>ITEM NO</b> 12
<b>TITLE</b> Outline Calendar of Meetings of the Council and other Member-Level Bodies – 2022/23	<b>WARDS</b> All	
<b>CHIEF OFFICER</b> Director of Communities, Environment and Central	<b>CABINET MEMBER(S)</b> Leader of the Council	
<b>DECISION CLASSIFICATION</b> Non exempt report	<b>IS THE FINAL DECISION ON THE RECOMMENDATIONS IN THIS REPORT TO BE MADE AT THIS MEETING?</b> Yes	

### 1. **Decision Required**

The Council is requested to:

- 1.1 Approve the outline calendar of meetings of the Council and other Member-Level Bodies for the Municipal Year 2022/23.

### 2. **Links to the Royal Greenwich high level objectives**

- 2.1 This report relates to the Council’s agreed high level objectives as follows:

- A Strong Vibrant and Well-run Borough

### 3. **Purpose of Report and Executive Summary**

- 3.1 To approve dates of meetings for the municipal year.

### 4. **Introduction and Background**

- 4.1 The programme of meetings is agreed at the Annual Meeting. Under the Council’s constitution, Part 4, A2.11 “in cases of urgency a Chair may, at his/her discretion, vary the date and time or cancel it due to lack of business or other special circumstances.”

### 5. **Available Options**

- 5.1 Members may

Option 1: approve the calendar as per the attached appendix

Option 2: approve but amend the calendar by proposing different dates and times of meetings.

Option 3: reject the proposed calendar entirely and allow Chairs to determine dates on an ad-hoc basis.

## 6. **Preferred Option**

6.1 Option 1 is the preferred option having been constructed in accordance with known requirements and past practice.

## 7. **Reasons for Recommendation**

7.1 It is recommended that there be an outline calendar so that members know in advance the dates of meetings, and so that Officers have an understood timeframe in which to provide reports. Some meetings will take reports which have to be considered by a specific date. Agreeing an outline calendar is also of service to the public; meetings dates for each forthcoming fortnight are published in *Greenwich Info*.

7.2 Changing meeting dates may cause difficulties for those meetings which are known to have business in the year, and which consider reports which must be dealt with in accordance with specific dates and time periods, particularly for those where there is a legal deadline on when a decision can be taken by. For example, changing dates of Council, Cabinet, and Audit and Risk Management Panel could have implications where there is requirement to consider a matter by a certain date; Highways Committee, and occasionally some other committee's, dates are determined in relation to Council meeting date; the times for Health and Wellbeing Board should take into account partner availability. Changing dates and times would require consultation with relevant Chief Officers, and in some cases outside partners. As noted in 4.1 above it is possible for the Chair to amend dates if necessary.

7.3 Some committees' meeting dates are determined on an as-needed basis with the agreement of the Chair. This includes the full Licensing Committee, Overview and Scrutiny Call-in Sub-Committee, Licensing Sub-Committees, Margaret McMillan Field Study Centre Sub-Committee, General Purposes Committee, Greenwich Council Joint Committee and Appointments Panels. This is because these committees only meet if there is business to be considered, and it is possible that some of these committees might meet infrequently, or even not meet at all, in a year.

## 8. Consultation

8.1 In constructing the calendar, relevant Officers were consulted who are known to have reports which must be considered within certain time periods.

## 9. Communication and Implementation of the Decision

9.1 The decisions will be published on the Council's website.

9.2 Meeting dates will be communicated to Officers and Members.

## 10. Cross-Cutting Issues and Implications

<b>Issue</b>	<b>Implications</b>	<b>Sign-off</b>
<b>Legal</b> including Human Rights Act	This report forms part of the required business of the Annual Meeting of the Council, as stated in the Council's constitution, Part 4, A1.3.	John Scarborough, Director of Legal & HR, 20 May 2022
<b>Finance</b> and other resources including procurement implications	There are no financial implications arising from this report.	Damon Cook, Director of Finance 20 May 2022
<b>Equalities</b>	The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no apparent equality impact on end users.	Veronica Johnson, Head of Corporate Governance and Democratic Services 20 May 2022
<b>Climate change</b>	Each and every meeting will have some environmental impact, in terms of energy used for the meetings in buildings, in terms of transport to meetings, and in terms of any paper copies of documents for meetings.  As part of the Carbon Neutral Plan the authority is considering the carbon	Veronica Johnson, Head of Corporate Governance & Democratic Services 20 May 2022

	<p>footprint of its buildings.</p> <p>The authority encourages sustainable travel; the vast majority of meetings will be held in the Town Hall which is near to a public transport hub.</p> <p>The Council encourages paperlessness; all meeting documents are available electronically.</p>	
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## 11. **Report Appendices**

11.1 The following documents are to be published with and form part of the report:

- Calendar of Meetings

## 12 **Background Papers**

12.1 None

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