

## MID SUFFOLK DISTRICT COUNCIL

<b>TO: Council</b>	<b>REPORT NUMBER: MC/19/41</b>
<b>FROM: Suzie Morley, Leader of the Council</b>	<b>DATE OF MEETING: 27 February 2020</b>

### PROPOSED CHANGES TO COUNCIL MEETING DATES 2020-21

#### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to outline proposed changes to the frequency of Council meetings for 2020/21.

#### 2. RECOMMENDATION

- 2.1 That the changes to Council meetings detailed in paragraph 3.1 be approved.

#### 3. KEY INFORMATION

- 3.1 The Timetable of Meetings 2020/21 was approved by Council on 26 September 2019. The Leader is proposing a reduced number of pre-programmed Council meetings as follows:

PROPOSED DATES	NOTES
18/5/20 – ANNUAL COUNCIL	ANNUAL MEETING
23/7/20	REMOVE JUNE MEETING
24/9/20	REMOVE OCT AND DEC MEETINGS
26/11/20	NEW DATE
21/1/21	NEW DATE (OR MARCH)
18/2/21	BUDGET MEETING
25/3/21	NEW DATE (OR JAN)
24/5/21 – ANNUAL COUNCIL	REMOVE APRIL MEETING

- 3.2 Members are asked to check the proposed Council dates to ensure that there are no reasons why they should not go ahead on these dates.

#### 4. LINKS TO CORPORATE PLAN

- 4.1 Good governance and democratic, sound and transparent decision-making support the delivery of the Corporate Plan.

#### 5. FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

#### 6. LEGAL IMPLICATIONS

- 6.1 Approval of the recommendation will ensure that Council dates are placed well in advance into Member and officer diaries and the appropriate meeting rooms are booked. This will help to ensure that the Council complies with the statutory requirements for the summons to meetings and publication of papers.

## 7. RISK MANAGEMENT

7.1 Key risks are set out below:

<b>Risk Description</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Mitigation Measures</b>
Dates are not booked in advance and the Committee is inquorate and unable to take decisions	1 – Highly unlikely	3 - Bad	Early approval of draft timetable of meetings will ensure that dates are placed into diaries as soon as possible.

## 8. CONSULTATIONS

8.1 SLT and Leaders have been consulted.

## 9. EQUALITY ANALYSIS

9.1 An Equality Impact Assessment is not required as none of the protected characteristics will be affected by the recommendations within this report.

## 10. ENVIRONMENTAL IMPLICATIONS

10.1 There are no environmental implications associated with this report.

## 11. APPENDICES

None.

## 12. BACKGROUND DOCUMENTS

[2020-2021 Timetable of Meetings](#)