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**REPORT TO:** General Purposes Committee

**DATE:** 18 November 2021

**SERVICE AREA:** Legal and Governance

**REPORTING OFFICER:** Head of Legal and Governance  
(*Charles Casey – Democratic Services Officer*)

**SUBJECT:** **Draft Schedule Of Meetings – May 2022 To March 2023**

**WARD/S AFFECTED:** None

**FORWARD PLAN REF:** N/A

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**1.0 PURPOSE OF REPORT**

1.1 To agree the draft schedule of meetings from May 2022 to March 2023, attached as Appendix A to the report.

**2.0 RECOMMENDATION**

2.1 That the draft schedule of meetings 2022/23, as detailed as Appendix A, be approved.

2.2 That the amendment to the 2021/22 schedule, as described in paragraph 5.7, be approved.

**3.0 RECOMMENDED REASON FOR DECISION**

3.1 To agree the schedule of Council meetings for 2022/23

3.2 To align the outlined Cabinet meetings with the Management Board schedule for 2022.

**4.0 ALTERNATIVE OPTION CONSIDERED AND RECOMMENDED FOR REJECTION**

4.1 None

**5.0 THE REPORT**

- 5.1 The draft follows similar scheduling to previous years with at least one meeting of each of the Council's Committees being scheduled per cycle. Some cycles may include more than one such meeting based on previous experience of expected need such as the Overview and Scrutiny Commission.
- 5.2 Chief Officers were consulted on the draft during October 2021. The Political Group Leaders were also consulted to identify potential clashes between proposed dates as set out and other significant fixtures, i.e political party conferences.
- 5.3 Scheduled County Council meetings have been taken into account.
- 5.4 There have been some changes to the schedule which are detailed below:
- 5.5 In accordance with the arrangements for Local Government Reorganisation the new authority for North Yorkshire is due to be begin operating on 1 April 2023. There is no need for Harrogate Borough Council to set a budget for 2022/23 or decide on the Council tax for the upcoming year, both of these will be considered as part of the implementation process for the new authority for North Yorkshire.
- 5.6 As there is no need for the Council to set a budget for 2022/23 there is no need for budget meetings to be held in the early part for 2023 and the schedule reflects this change. The schedule of meetings for 2022/23 also only runs until March 2023 as HBC will be dissolved on 31 March 2021. It is difficult to anticipate at this stage what meetings will be required in the final months of the Council and amendments may be required to the schedule nearer the time. Two meetings of Council have been scheduled for March 2023, one of which will be used for civic matters such as the appointment of Honorary Aldermen.
- 5.7 Please note that a request has been received to make the following changes to the 2021/22 meeting schedule. It has been requested that the last four Cabinet meetings of 2022 are pushed back a week so they align with the agreed Management Board schedule for 2022, the Leader has been consulted and agrees to the proposals; the proposed changes are listed below:

Existing Dates	Proposed Dates
Wednesday 23 February 2022	Tuesday 1 March 2022
Wednesday 23 March 2022	Wednesday 30 March 2022
Wednesday 20 April 2022	Wednesday 27 April 2022
Wednesday 18 May 2022	Wednesday 25 May 2022

## **6.0 REQUIRED ASSESSMENTS AND IMPLICATIONS**

6.1 The following were considered: Financial Implications; Human Resources Implications; Legal Implications; ICT Implications; Strategic Property/Asset Management Considerations; Risk Assessment; Equality and Diversity (the Public Sector Equality Duty and impact upon people with protected characteristics). If applicable, the outcomes of any consultations, assessments, considerations and implications considered necessary during preparation of this report are detailed below.

## **7.0 CONCLUSIONS**

7.1 That the draft meeting schedule for 2022/23, as detailed in Appendix A, be approved.

**Background Papers – None**

**OFFICER CONTACT:** Please contact Charles Casey, Democratic Services Officer, if you require any further information on the contents of this report. The officer can be contacted by telephone on (01423) 500600 or by e-mail at [democraticservices@harrogate.gov.uk](mailto:democraticservices@harrogate.gov.uk)