

<b>Committee(s):</b> Annual Council	<b>Date:</b> 18 <sup>th</sup> May 2022
<b>Subject:</b> Committee Calendar for 2022/2023	<b>Wards Affected:</b> All
<b>Report of:</b> Claire Mayhew, Corporate Manager (Democratic Services) & Deputy Monitoring Officer	<b>Public</b>
<b>Report Author:</b> Name: Claire Mayhew, Corporate Manager (Democratic Services) & Deputy Monitoring Officer Telephone: 01277 312741 E-mail: claire.mayhew@brentwood.gov.uk	<b>For Decision</b>

### **Summary**

The Constitution under Council Procedure Rule 2.1 (r) provides that the Annual Meeting of Council will consider an item of business to agree the date, time and place of ordinary meetings of Council (and its Committees) for the coming Municipal Year.

A Calendar of Meetings, subject to Agenda Item 10 has been prepared.

### **Recommendation(s)**

**Members are asked to:**

- R1. That the Calendar of Meetings attached as Appendix A for 2022/2023 be approved.**

### **Main Report**

#### **Introduction and Background**

1. Members agree the date, time and place of ordinary meetings of the Council and its committees for the 2022-2023 Municipal Year at the Annual Meeting of Council.

#### **Issue, Options and Analysis of Options**

2. As required by Schedule 12 of the Local Government Act 1972, a notice is published on the notice board at the Town Hall informing the public of the meetings of the Council and its Committees.
3. If changes are made to the public notice by the Proper Officer, the notice will be updated and information fully publicised on the Council's website.

4. Appendix A provides a schedule of meetings to deliver the Committee arrangements consequential to Agenda Item 10.

### **Reasons for Recommendation**

5. The Calendar of Meetings enables effective and efficient decision making throughout the Municipal Year.

### **Consultation**

6. None.

### **References to Corporate Plan**

7. The governance arrangements at the Council should be such as to enable the delivery of the Corporate Strategy 2020-2025.

### **Implications**

#### **Financial Implications**

**Name/Title:** Jacqueline Van Mellaerts, Corporate Director (Finance & Resources)  
**Tel/Email:** 01277 312829/jacqueline.vanmellaerts@brentwood.gov.uk

8. The cost of the governance arrangements at the Council can be met from existing budgets within the Medium Term Financial Plan 2020/2021. However, any increase in the number of meetings will have an impact on the officer support structure.

#### **Legal Implications**

**Name & Title:** Amanda Julian, Corporate Director (Law & Governance) and Monitoring Officer  
**Tel & Email:** 01277 312705/amanda.julian@brentwood.gov.uk

9. The Council's Constitution provides that the Annual Meeting will consider and agree the timetable for ordinary meetings of Council for the current municipal year.

**Economic Implications**

**Name/Title:** Phil Drane, Corporate Director (Planning and Economy)

**Tel/Email:** 01277 312610/philip.drane@brentwood.gov.uk

10. There are no direct economic implications.

**Equality and Diversity Implications**

**Name/Title:** Kim Anderson, Corporate Manager - Communities, Leisure and Health

**Tel/Email:** 01277 312634/kim.anderson@brentwood.gov.uk

11. Section 149 of the Equality Act requires the Council to have due regard to the Public Sector Equality Duty when making decisions, strategic planning and when implementing policies that may impact on those who have protected characteristics. Listed Authorities must comply with the requirements under the Equality Act 2010 (Specific Duties) Regulations 2011 (the Regulations), to publish equality data and list specific equality objectives. These Regulations apply to the Council.

**Other Implications** (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

12. None.

**Background Papers** (include their location and identify whether any are exempt or protected by copyright)

13. None

**Appendices to this report**

Appendix A – Calendar of Meetings 2022/2023 – to follow