

Crawley Borough Council

Consideration Report for Delegated Decision by the Leader of the Council

Decision Expected After 22 January 2020

Calendar of Meetings 2020/2021

Report of the Head of Legal, Democracy and HR – LDS/158

1. Purpose

- 1.1. An annual cycle of meetings of the Full Council, Cabinet and Committees has been produced for 2020/21. This report seeks formal approval of the calendar which, once agreed will be implemented and published.

2. Recommendations

- 2.1. The Leader of the Council is recommended (in consultation with the Head of Legal, Democracy and HR) to agree the calendar of meetings for 2020/21 for implementation.

3. Reason for the Recommendation

- 3.1. To ensure the smooth running of the Council and enable Councillors to better plan their diaries.

4. Background

- 4.1. The Full Council decision making process in terms of the Council's annual calendar of meetings forms part of the Leader's Scheme of Delegation.
- 4.2. The draft annual cycle of meetings has been circulated to Group Leaders and key officers for comment. The Leader of the Council will consider the feedback provided and amend the calendar where possible to take account of the comments received.
- 4.3. To avoid confusion, the annual cycle of meetings will be published once it has been approved.

5. Information Supporting Recommendation

- 5.1. Approval, implementation and publication of the Council's annual cycle of meetings will allow Councillors to plan their diaries and will ensure openness to the public on forthcoming Full Council, Cabinet and Committee meetings.

6. Background Papers

- 6.1 [Minute 75](#) of the Full Council meeting held on 12 December 2012

Report author and contact officer: Heather Girling, Democratic Services Officer
heather.girling@crawley.gov.uk