

# Timetable of meetings for 2022/23

## Strategy & Resources Committee - Tuesday, 1<sup>st</sup> February 2022

Report of: Head of Legal Services & Monitoring Officer

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Purpose: For decision

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Publication status: Open

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Wards affected: All

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### Executive summary:

The purpose of this report is to enable the Committee to recommend a timetable of Committee and Council meetings for 2022/23. The suggested timetable reflects the Committee's decision of the 5<sup>th</sup> October 2021 that, as far as practicable, there should only be one policy or planning committee in a week, held on a Thursday. It also reflects the need for frequent planning committee meetings and assumes that the current committee structure will be retained for 2022/23. The key purpose of certain meetings is also explained.

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**This report supports the Council's priority of:** Building a better Council

**Contact officer** Vince Sharp Democratic Specialist  
vsharp@tandridge.gov.uk

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### Recommendation to Committee:

That the calendar of meetings, attached at Appendix A, be recommended to Full Council for adoption

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### Reason for recommendation:

The Authority needs to have the dates of its Council and Committee meetings in place for the next municipal year. The rationale for the suggested meeting dates is explained within the report.

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## Introduction and background

1. The following recommendation by this Committee (5<sup>th</sup> October 2021) was adopted by Council:

*"a provisional timetable of meetings for 2022/23 be presented to the Strategy & Resources Committee on the 1st February 2022 for ratification at the following Council meeting, with the principle of having only one policy or planning committee in a week, held on a Thursday, being applied as far as practicable".*

2. The provisional timetable at Appendix A is presented accordingly. As well as the principle referred to in 1 above, the timetable has been prepared in light of the following assumptions / conventions:

- the current committee structure will be retained for 2022/23
- monthly Planning Committees are scheduled, where possible, with a maximum gap of 6 weeks between meetings to avoid the potential for non-determination of applications
- the Investment Sub-Committee will continue to meet on Friday mornings
- August is to be kept free of meetings
- no Policy Committees have been scheduled to meet in the week before Full Council so that the 'Council Book' can be published with the relevant committee minutes included. However, some Planning and Audit & Scrutiny dates fall in 'pre-Council' weeks and, in such cases, the minutes of the relevant meetings will have to be circulated separately in advance of the imminent Council meeting or stand deferred until the next cycle for appearing in the 'Council Book'.

3. The proposed timetable contains the following exceptions to the principle of 'having only one policy or planning committee in a week, held on a Thursday':

- (i) The first Housing Committee meeting (21<sup>st</sup> June 2022) will be on a Tuesday, two days before Planning Policy. This is because the appointment of committees and election of Chairs won't take place until the evening of the 26<sup>th</sup> May Annual Council. After that, the first available 'Thursday slot' is the 9<sup>th</sup> June, given that the 2<sup>nd</sup> is a bank holiday. Planning Committees have been prioritised for 9<sup>th</sup> June and 7<sup>th</sup> July and there aren't enough 'Thursdays' in between to accommodate all four Policy Committees
- (ii) The other exceptions concern the engagement of committees in the 2023/24 budget setting process and are as per this years' timetable. That is, given the expectation that Full Council will set the budget on 9<sup>th</sup> February 2023:

- the Community Services and Planning Policy Committees are scheduled to meet in the same week, i.e. the 17<sup>th</sup> and 19<sup>th</sup> January 2023 respectively;
- the Housing and Strategy & Resources Committees are scheduled for the subsequent two Tuesdays (24<sup>th</sup> and 31<sup>st</sup> January 2023) to allow sufficient time for a report to be prepared for the 9<sup>th</sup> February 2023 Full Council.

## **Key implications**

### **Comments of the Chief Finance Officer**

For Finance there are two separate processes: Statutory Accounts reporting and Budget Setting and Monitoring.

Statutory Accounts – Audit & Scrutiny Committee approves the Council’s annual statements of accounts. The statutory deadline to have accounts approved by the Committee is 30<sup>th</sup> September. So having a meeting on the 27<sup>th</sup> September meets the potential deadline subject to external audit.

Budget Setting and Monitoring – The planned budget setting process would enable to have some engagement with Members around October on the draft Medium Term Financial Strategy. The Autumn Statement and the Member engagement feedback would be incorporated into the draft budget presented around mid-November. The Provisional Settlement information and further refinement on the committee budgets would be presented to policy committees in January 2023. The consolidated final budget report with the Council Tax Precept and balanced revenue budget to Strategy & Resources will be supported by the S151 Officer section 25 Local Government Act 2003 report on the robustness of the estimates and adequacy of reserve. The budget monitoring reporting is currently circulated informally to Members through Group Leaders. The only formal monitoring report would be the Outturn – currently scheduled for June 2022.

This process and proposed committee timetable meets the two key statutory deadlines:

- Approving the Council Tax – tax base deadline is 31<sup>st</sup> January. This is achieved by taking the tax base as part of the draft budget in December.
- Approving the Council Tax precept – issuing the council tax bills deadline is 1<sup>st</sup> March. To meet this deadline, the Revenues and Benefits team require the whole precept (Surrey County Council, Surrey Police, Tandridge Parishes and Tandridge’s) to be approved at least 10 working days before. This is achieved by having Council on the 9<sup>th</sup> February.

Therefore, the proposed committee timetable fits the finance processes.

## **Comments of the Head of Legal Services**

There are no direct legal implications associated with this report. The determination of the calendar of Council and Committee Meetings for the ensuing municipal year will need to be approved by Full Council

## **Equality**

There are no significant equality implications associated with this report.

## **Climate change**

There are no significant environmental / sustainability implications associated with this report.

## **Appendices**

Appendix A – proposed timetable of meetings for 2022/23.

## **Background papers**

None

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