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To: Chair & Members of the Council

Contact: Nicola Calver
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Friday, 26 February 2021

Dear Councillor

COUNCIL – WEDNESDAY, 3RD MARCH, 2021 AT 10:00 HOURS

I refer to your recently circulated agenda for the above meeting and now enclose a copy of the papers which were marked 'To Follow'.

Yours faithfully

A handwritten signature in black ink that reads "Sarah Steenberg".

Solicitor to the Council & Monitoring Officer

The logo for Bolsover District Council, featuring the word "Bolsover" in a large, blue, serif font, with "District Council" in a smaller, blue, sans-serif font below it, all under a red swoosh.

We speak your language
Polish **Mówimy Twoim językiem**
Slovak **Rozprávame Vaším jazykom**
Chinese **我们会说你的语言**

**If you require this agenda in large print
or another format please call us on 01246 217753**

If you require an adjustment to enable you to participate in or access the meeting please contact the Governance Team at least 72 hours before the meeting starts.

COUNCIL

Wednesday, 3rd March, 2021 at 10:00 to be held as a virtual meeting.

Item No.	PART 1 – OPEN ITEMS	Page No.(s)
11.	Calendar of Meetings 2021 - 2022 Report of the Portfolio Holder for Corporate Governance to consider a proposed Calendar of meetings for the 2021/22 Municipal Year.	3 - 34

Bolsover District Council

Council

3 March 2021

PROPOSED CALENDAR OF MEETING 2021/22

Report of the Monitoring Officer

Classification: This report is public

Report By: Nicola Calver, Governance Manager

Contact Officer: Nicola Calver – 01246 217753
nicola.calver@ne-derbyshire.gov.uk

PURPOSE / SUMMARY

To present for Council's approval the Calendar of Meetings for 2021/22.

RECOMMENDATIONS

1. That the 2021/22 calendar of meetings, attached at Appendix 1, be approved and the points outlined in paragraph 2.4 and 2.5 be noted; and
 2. That delegated authority be granted to the Governance Manager following consultation the Chairmen of the relevant Committee(s)/Working Group(s) to amend the Calendar of Meetings 2021/22 as and when required in accordance with the regulations of the Coronavirus Act 20 or any subsequent legislation that is applicable.
-

IMPLICATIONS

Finance and Risk: Yes ☐ No ☒

Details:

On Behalf of the Section 151 Officer

Legal (including Data Protection): Yes ☐ No ☒

Details:

On Behalf of the Solicitor to the Council

Staffing: Yes ☐ No ☒
Details:

On behalf of the Head of Paid Service

DECISION INFORMATION

Decision Information	
Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: BDC: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input checked="" type="checkbox"/> NEDDC: Revenue - £100,000 <input type="checkbox"/> Capital - £250,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
District Wards Significantly Affected	None
Consultation: Leader / Deputy Leader <input checked="" type="checkbox"/> Cabinet / Executive <input type="checkbox"/> SAMT <input checked="" type="checkbox"/> Relevant Service Manager <input checked="" type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Details: Monitoring Officer, S151, Scrutiny Officer, Performance, Planning, SAMT

Links to Council Ambition (BDC)/Council Plan (NED) priorities or Policy Framework including Climate Change, Equalities, and Economics and Health implications.

(A) Our Customers by providing excellent and accessible services - Public engagement in democracy is key.

REPORT DETAILS

1 **Background** (reasons for bringing the report)

- 1.1 Each year the Council considers a calendar of meetings for its use for the forthcoming municipal year. This is to ensure that the authority has in place an efficient meeting schedule that meets the needs of Member and facilitate decision making in line with statutory deadlines.

2. Details of Proposal or Information

2.1 Attached at **Appendix 1** is the proposed calendar of meetings for 2021/22.

2.2 The schedule has been drawn up using the rules previously used in relation to:-

- Facilitation for consideration of statutory business within legal deadlines;
- Member preferences for commencement times and days of the week;
- Frequency of meetings as set out in the constitution.

2.3 In addition, the schedule has been devised to address some requested changes including:-

- Avoidance where possible for meetings during school holidays. This is not totally achievable, however it still remains a key factor in proposed dates.
- Additional meetings added to the schedule:
 - Possible dates for an Employment Committee, should it be established at the Annual Meeting.
- Removal of meetings from the schedule
 - Reduction in the frequency of Council meetings to 6 per year.
 - Reduction in the frequency of Planning meetings to 6 weekly

2.4 Members are asked to note the following points:

- There will again be briefings held prior to the first meetings of Licensing, Planning and Audit Committees. This will be an opportunity for Members to refresh themselves about the functions of the committee and their role within it. This is in addition to a Mid-Term Induction Programme.
- Training for all Chairs and Vice Chairs will be arranged shortly after the Annual Council Meeting.
- All Members and Officers will be electronically invited to the meetings listed in the calendar.
- Governance Officers will arrange briefing meetings when required in advance of any relevant committees. There will be a schedule of these briefing meetings which will tie in with legal requirements for despatch of agendas.

2.5 Due to the changing national position, it is not possible at this point to confirm whether the meetings in this schedule will be held virtually or in person. Further information on the legislative changes on this matter will be reported to Members directly as and when it is known.

3 Reasons for Recommendation

- 3.1 To ensure the Council has in place an effective and efficient calendar of meetings for 2021/22 that meets the needs of Members and facilitates decision making in line with statutory deadlines.
- 3.2 To utilise and adhere to the regulations of the Coronavirus Act 20 and any relevant subsequent legislation where they relate to virtual meetings, including the ability to call and cancel meetings of Committees

4 Alternative Options and Reasons for Rejection

- 4.1 N/A

DOCUMENT INFORMATION

Appendix No	Title
1	Draft Calendar of Meetings 2021/22
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
None	

BOLSOVER DISTRICT COUNCIL

DRAFT MEETING SCHEDULE 2021-22

W/C: MONDAY, 3 MAY 2021

Monday 3 May	Tuesday 4 May	Wednesday 5 May	Thursday 6 May	Friday 7 May
BANK HOLIDAY	ELECTION WEEK	ELECTION WEEK	ELECTION DAY	ELECTION WEEK

W/C: MONDAY, 10 MAY 2021

Monday 10 May	Tuesday 11 May	Wednesday 12 May	Thursday 13 May	Friday 14 May
10am - Member Development Session	10am - Member Development Session	10am – Growth Scrutiny Committee 11am – Council / Exec Pre-Meet Briefing	10am – Tenant Participation	9.30am – SAMT 10am – Planning Site Visits

W/C: MONDAY, 17 MAY 2021

Monday 17 May	Tuesday 18 May	Wednesday 19 May	Thursday 20 May	Friday 21 May
10am – Customer Service and Transformation Scrutiny Committee	10am – Labour Group	10am – Planning Committee	9.30am – Joint Partnership - Executive Board 10am – Corporate Enforcement	10am / 3.30pm – Member Development Session

W/C: MONDAY, 24 MAY 2021

Monday 24 May	Tuesday 25 May	Wednesday 26 May	Thursday 27 May	Friday 28 May
10am – Executive	10am – Healthy, Safe, Clean and Green Communities Scrutiny Committee	10am – Annual Council	10am / 4pm – Member Development Session	9.30am SAMT

<u>W/C: MONDAY, 31 2020</u>				
Monday 31 May	Tuesday 1 June	Wednesday 2 June	Thursday 3 June	Friday 4 June
BANK HOLIDAY		10am – Local Plan Implementation Advisory Group	10am – Licensing Sub-Committee	10am / 4pm – Member Development Session
<u>W/C: MONDAY, 7 JUNE 2020</u>				
Monday 7 June	Tuesday 8 June	Wednesday 9 June	Thursday 10 June	Friday 11 June
10am – Member Development Session		10am – Growth Scrutiny Committee 11am – Council / Exec Pre-Meet Briefing	10am – General Licensing and Licensing and Gambling Acts Committee	9.30am SAMT 10am – Member Development Session

<u>W/C: MONDAY, 14 JUNE 2021</u>				
Monday 14 June	Tuesday 15 June	Wednesday 16 June	Thursday 17 June	Friday 18 June
	10am – Labour Group	2pm – Pleasley Vale CAJAC	10am – New Bolsover JPC 2pm – Employment Committee	10am / 4pm – Member Development Session 10am – Planning Site Visits
<u>W/C: MONDAY, 21 JUNE 2021</u>				
Monday 21 June	Tuesday 22 June	Wednesday 23 June	Thursday 24 June	Friday 25 June
10am – Executive	10am – Healthy, Safe, Clean and Green Communities Scrutiny Committee	10am – Planning Committee	10am – Corporate Enforcement 3pm – Member Development Session	9.30am – SAMT

W/C: MONDAY, 28 JUNE 2021

Monday 28 June	Tuesday 29 June	Wednesday 30 June	Thursday 1 July	Friday 2 July
10am – Customer Service and Transformation Scrutiny Committee			10am – Union / Employers Consultation Committee 11.30am – Safety Committee	

W/C: MONDAY, 5 JULY 2021

Monday 5 July	Tuesday 6 July	Wednesday 7 July	Thursday 8 July	Friday 9 July
2pm – Standards Committee 3pm – Joint ICT		10am – Growth Scrutiny Committee 11am – Council / Executive Pre-Meet Briefing	10am – Licensing Sub Committee	9.30am – SAMT

<u>W/C: MONDAY, 12 JULY 2021</u>				
Monday 12 July	Tuesday 13 July	Wednesday 14 July	Thursday 15 July	Friday 16 July
	10am – Labour Group		10am – Member Development Working Group	2pm – Quarterly Performance Meeting
<u>W/C: MONDAY, 19 JULY 2021</u>				
Monday 19 July	Tuesday 20 July	Wednesday 21 July	Thursday 22 July	Friday 23 July
10am – Executive		10am – Council	9.30am – Joint Partnership Executive Board	

<u>W/C: MONDAY, 26 JULY 2021</u>				
Monday 26 July	Tuesday 27 July	Wednesday 28 July	Thursday 29 July	Friday 30 July
	2pm – Audit Committee		10am – Budget Scrutiny Committee	9.30am – SAMT 10am – Planning Site Visits
<u>W/C: MONDAY, 2 AUGUST 2021</u>				
Monday 2 August	Tuesday 3 August	Wednesday 4 August	Thursday 5 August	Friday 6 August
10am – Customer Service and Transformation Scrutiny Committee	10am – Healthy, Safe, Clean and Green Communities Scrutiny Committee	10am – Planning Committee	10am – Tenant Participation	

<u>W/C: MONDAY, 9 AUGUST 2021</u>				
Monday 9 August	Tuesday 10 August	Wednesday 11 August	Thursday 12 August	Friday 13 August
			10am – Corporate Enforcement	
<u>W/C: MONDAY, 16 AUGUST 2021</u>				
Monday 16 August	Tuesday 17 August	Wednesday 18 August	Thursday 19 August	Friday 20 August

<u>W/C: MONDAY, 23 AUGUST 2021</u>				
Monday 23 August	Tuesday 24 August	Wednesday 25 August	Thursday 26 August	Friday 27 August
		11am – Council / Exec Pre-Meet		9.30am – SAMT
<u>W/C: MONDAY, 30 AUGUST 2021</u>				
Monday 30 August	Tues 31 August	Weds 1 September	Thursday 2 September	Friday 3 September
BANK HOLIDAY	10am – Labour Group	10am – Growth Scrutiny	10am – Licensing Sub Committee	

W/C: MONDAY, 6 SEPTEMBER 2021

Monday 6 September	Tues 7 September	Wednesday 8 September	Thursday 9 September	Friday 10 September
10am – Executive	10am – Healthy, Safe, Clean and Green Communities Scrutiny Committee	10am – Council	10am – New Bolsover JPC	9.30am – SAMT 10am – Planning Site Visits

W/C: MONDAY, 13 SEPTEMBER 2021

Monday 13 September	Tues 14 September	Wednesday 15 September	Thursday 16 September	Friday 17 September
10am – Customer Service and Transformation Scrutiny Committee	2pm – Audit Committee	10am – Planning Committee	9.30 – Joint Partnership Executive Board 10am – Corporate Enforcement 2pm – Employment Committee	

W/C: MONDAY, 20 SEPTEMBER 2021

Monday 20 September	Tuesday 21 September	Wednesday 22 September	Thursday 23 September	Friday 24 September
<p>2pm – Standards Committee</p> <p>3pm – Joint ICT Committee</p>		<p>10am – Local Plan Implementation Advisory Group</p> <p>11am – Council / Executive Pre-Meet</p>	<p>10am – Member Development Working Group</p>	<p>9.30am - SAMT</p>

W/C: MONDAY, 27 SEPTEMBER 2021

Monday 27 September	Tuesday 28 September	Wednesday 29 September	Thursday 30 September	Friday 1 October
	<p>10am – Labour Group</p> <p>2.30pm – Joint Board</p>	<p>2pm – Pleasley Vale CAJAC</p>	<p>10am – Union / Employers Consultation Committee</p> <p>11.30am – Safety Committee</p>	

<u>W/C: MONDAY, 4 OCTOBER 2021</u>				
Monday 4 October	Tuesday 5 October	Wednesday 6 October	Thursday 7 October	Friday 8 October
10am – Executive			10am – General Licensing and Licensing and Gambling Acts Committee	9.30am – SAMT 10 – Planning Site Visit
<u>W/C: MONDAY, 11 OCTOBER 2021</u>				
Monday 11 October	Tuesday 12 October	Wednesday 13 October	Thursday 14 October	Friday 15 October
2pm – Joint ICT Committee	10am – Healthy, Safe, Clean and Green Communities Scrutiny Committee	10am – Planning Committee	10am – Licensing Sub Committee	

<u>W/C: MONDAY, 18 OCTOBER 2021</u>				
Monday 18 October	Tuesday 19 October	Wednesday 20 October	Thursday 21 October	Friday 22 October
10am – Customer Service and Transformation Scrutiny Committee		10am – Growth Scrutiny Committee	10am – Tenant Participation	9.30am – SAMT
<u>W/C: MONDAY, 25 OCTOBER 2021</u>				
Monday 25 October	Tuesday 26 October	Wednesday 27 October	Thursday 28 October	Friday 29 October
	10am – Labour Group	11am – Council / Executive Pre-Meet	10am – Corporate Enforcement	

<u>W/C: MONDAY, 1 NOVEMBER 2021</u>				
Monday 1 November	Tuesday 2 November	Wednesday 3 November	Thursday 4 November	Friday 5 November
10am – Executive		10am – Council	9.30am – Joint Partnership - Executive Board	
<u>W/C: MONDAY, 8 NOVEMBER 2021</u>				
Monday 8 November	Tuesday 9 November	Wednesday 10 November	Thursday 11 November	Friday 12 November
2pm – Standards Committee		10am – Local Plan Implementation Advisory Group	10am – Licensing Sub Committee	9.30am – SAMT 10am – Planning Site Visits

<u>W/C: MONDAY, 15 NOVEMBER 2021</u>				
Monday 15 November	Tuesday 16 November	Wednesday 17 November	Thursday 18 November	Friday 19 November
		10am – Planning Committee	10am – Member Development Working Group	2pm – Quarterly Performance Meeting
<u>W/C: MONDAY, 22 NOVEMBER 2021</u>				
Monday 22 November	Tuesday 23 November	Wednesday 24 November	Thursday 25 November	Friday 26 November
	2pm – Audit Committee	11am – Council / Executive Pre-Meet	10am – Budget Scrutiny Committee	9.30am SAMT

<u>W/C: MONDAY, 29 NOVEMBER 2021</u>				
Monday 29 November	Tuesday 30 November	Wednesday 1 December	Thursday 2 December	Friday 3 December
	10am – Labour Group		10am – Licensing Sub Committee	
<u>W/C: MONDAY, 6 DECEMBER 2021</u>				
Monday 6 December	Tuesday 7 December	Wednesday 8 December	Thursday 9 December	Friday 10 December
10am – Executive	10am – Healthy, Safe, Clean and Green Communities Scrutiny Committee	10am – Growth Scrutiny Committee	10am – Corporate Enforcement 2pm – Employment Committee	9.30am – SAMT 10am – Planning Site Visits

W/C: MONDAY, 13 DECEMBER 2021

Monday 13 December	Tuesday 14 December	Wednesday 15 December	Thursday 16 December	Friday 17 December
10am – Customer Service and Transformation Scrutiny Committee 3pm – Joint Crematorium Committee	10am – Labour Group	10am – Planning Committee	10am – New Bolsover JPC	

W/C: MONDAY, 20 DECEMBER 2021

Monday 20 December	Tuesday 21 December	Wednesday 22 December	Thursday 23 December	Friday 24 December

<u>W/C: MONDAY, 27 DECEMBER 2021</u>				
Monday 27 December	Tuesday 28 December	Wednesday 29 December	Thursday 30 December	Friday 31 December
BANK HOLIDAY	BANK HOLIDAY			
<u>W/C: MONDAY, JANUARY 2021</u>				
Monday 3 January	Tuesday 4 January	Wednesday 5 January	Thursday 6 January	Friday 7 January
BANK HOLIDAY			9.30am – Joint Partnership Executive Board 10am – Tenant Participation	9.30am – SAMT

<u>W/C: MONDAY, 10 JANUARY 2022</u>				
Monday 10 January	Tuesday 11 January	Wednesday 12 January	Thursday 13 January	Friday 14 January
		10am – Local Plan Implementation Advisory Group	10am – Licensing Sub Committee	10am – Planning Site Visits
<u>W/C: MONDAY, 17 JANUARY 2022</u>				
Monday 17 January	Tuesday 18 January	Wednesday 19 January	Thursday 20 January	Friday 21 January
		10am – Planning Committee 11am – Council / Exec Briefing Pre-Meet	10am – Union / Employers Consultation Committee 11.30am – Safety Committee 2pm – Audit Committee	9.30am SAMT

<u>W/C: MONDAY, 24 JANUARY 2022</u>				
Monday 24 January	Tuesday 25 January	Wednesday 26 January	Thursday 27 January	Friday 28 January
2pm – Standards Committee	10am – Labour Group	10am – Growth Scrutiny Committee	10am – Budget Scrutiny Committee	
<u>W/C: MONDAY, 31 JANUARY 2022</u>				
Monday 31 January	Tuesday 1 February	Wednesday 2 February	Thursday 3 February	Friday 4 February
10am – Executive		10am – Council	10am – Licensing Sub Committee	2pm – Quarterly Performance Meeting

<u>W/C: MONDAY, 7 FEBRUARY 2022</u>				
Monday 7 February	Tuesday 8 February	Wednesday 9 February	Thursday 10 February	Friday 11 February
3pm – Joint ICT Committee		2pm – Pleasley Vale CAJAC	10am – General Licensing and Licensing and Gambling Acts Committee	9.30am – SAMT
<u>W/C: MONDAY, 14 FEBRUARY 2022</u>				
Monday 14 February	Tuesday 15 February	Wednesday 16 February	Thursday 17 February	Friday 18 February
			10am – Corporate Enforcement	10am – Planning Site Visits

<u>W/C: MONDAY, 21 FEBRUARY 2022</u>				
Monday 21 February	Tuesday 22 February	Wednesday 23 February	Thursday 24 February	Friday 25 February
10am – Customer Service and Transformation Scrutiny Committee	10am – Healthy, Safe, Clean and Green Communities Scrutiny Committee	10am – Planning Committee 11am – Council / Exec Pre-Meet	10am – Member Development Working Group	9.30am - SAMT
<u>W/C: MONDAY, 28 FEBRUARY 2022</u>				
Monday 28 February	Tuesday 1 March	Wednesday 2 March	Thursday 3 March	Friday 4 March
	10am – Labour Group	10am – Growth Scrutiny Committee	10 am – Licensing Sub Committee	

<u>W/C: MONDAY, 7 MARCH 2022</u>				
Monday 7 March	Tuesday 8 March	Wednesday 9 March	Thursday 10 March	Friday 11 March
10am – Executive		10am – Council	9.30am – Joint Partnership Executive Board 2pm – Employment Committee	9.30am – SAMT
<u>W/C: MONDAY, 14 MARCH 2022</u>				
Monday 14 March	Tuesday 15 March	Wednesday 16 March	Thursday 17 March	Friday 18 March
2pm – Standards		10am – Local Plan Implementation Advisory Group	10am – New Bolsover JPC	10am – Planning Site Visits

W/C: MONDAY, 21 MARCH 2022

Monday 21 March	Tuesday 22 March	Wednesday 23 March	Thursday 24 March	Friday 25 March
<p>10am – Customer Service Transformation Scrutiny Committee</p> <p>3pm – Joint Crematorium Committee</p>	<p>10am – Healthy, Safe, Clean and Green Communities Scrutiny Committee</p>	<p>10am – Planning Committee</p> <p>11am – Council / Executive Pre-Meet</p>		<p>9.30am – SAMT</p>

W/C: MONDAY, 28 MARCH 2022

Monday 28 March	Tuesday 29 March	Wednesday 30 March	Thursday 31 March	Friday 1 April
	<p>10am – Labour Group</p> <p>2.30pm – Joint Board</p>		<p>10am – Member Development Working Group</p>	

<u>W/C: MONDAY, 4 APRIL 2022</u>				
Monday 4 April	Tuesday 5 April	Wednesday 6 April	Thursday 7 April	Friday 8 April
10am – Executive			10am – Corporate Enforcement	
<u>W/C: MONDAY, 11 APRIL 2022</u>				
Monday 11 April	Tuesday 12 April	Wednesday 13 April	Thursday 14 April	Friday 15 April
			10am – Tenant Participation	BANK HOLIDAY

<u>W/C: MONDAY, 18 APRIL 2022</u>				
Monday 18 April	Tuesday 19 April	Wednesday 20 April	Thursday 21 April	Friday 22 April
BANK HOLIDAY		10am – Growth Scrutiny Committee	10am – Licensing Sub Committee	9.30am – SAMT 10am – Planning Site Visits
<u>W/C: MONDAY, 25 APRIL 2022</u>				
Monday 25 April	Tuesday 26 April	Wednesday 27 April	Thursday 28 April	Friday 29 April
10am – Labour Group AGM	2pm – Audit Committee	10am – Planning Committee 11am – Council / Executive Pre-Meet	10am – Union / Employers Consultation Committee 11.30am – Safety Committee	2pm – Quarterly Performance Meeting

<u>W/C: MONDAY, 2 MAY 2022</u>				
Monday 2 May	Tuesday 3 May	Wednesday 4 May	Thursday 5 May	Friday 6 May
BANK HOLIDAY	ELECTION WEEK	ELECTION WEEK	ELECTION DAY	ELECTION WEEK
<u>W/C: MONDAY, 9 MAY 2022</u>				
Monday 9 May	Tuesday 10 May	Wednesday 11 May	Thursday 12 May	Friday 13 May
	10am – Labour Group		2pm – Employment Committee	9.30am – SAMT

<u>W/C: MONDAY, 16 MAY 2022</u>				
Monday 16 May	Tuesday 17 May	Wednesday 18 May	Thursday 19 May	Friday 20 May
10am – Executive		10am – Annual Council		
<u>W/C: MONDAY, 23 MAY 2022</u>				
Monday 23 May	Tuesday 24 May	Wednesday 25 May	Thursday 26 May	Friday 27 May
10am – Customer Service and Transformation Scrutiny Committee	10am – Healthy, Safe, Clean and Green Communities Scrutiny Committee 3pm – Joint Crematorium Committee			9.30am – SAMT