



BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

RECORD OF DECISION TAKEN BY OFFICERS UNDER DELEGATED POWERS

This is a record of a decision taken by an officers under delegated powers and where necessary taken in consultation with members and officers.

<p>Delegated Power Specify the particular delegated power being exercised by reference to the Delegation Scheme or Cabinet minute and date.</p> <p>Scheme of Delegation 1.3.1 – Timetable of Meetings 2021/2022.</p>
<p>Decision Taken Specify precise details of the decision taken</p> <p>Agreeing the timetable of meetings for the Municipal Year.</p>
<p>Reasons for the Decision Specify all reasons for taking the decision</p> <p>Setting the timetable for the year permits rooms to be booked when required and dates in diaries to permit Council business to be maintained.</p>
<p>Options considered</p> <p>The timetable is prepared along the lines of that agreed in previous years. The Leader, Chairs, Vice-Chairs, Management Team and Assistant Directors have been consulted.</p>
<p>Any declarations of interest and details of any dispensations granted in respect of interests.</p> <p>None.</p>
<p>List of Background papers</p> <p>Previous timetables.</p>
<p>Authorisation Post Held Debbie Gates, Executive Director Signature  Date 10 February 2021</p>
<p>Consultation with members/officers If the decision is taken following consultation with the members/officers, please give details:</p> <p>Cllr Long  Signed by Member as consulted: Date 17 February 2021</p>

Pre-Screening Equality Impact Assessment

Borough Council of
**King's Lynn &
West Norfolk**



Name of policy/service/function					
Is this a new or existing policy/ service/function?		New / Existing (delete as appropriate)			
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations					
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age				
	Disability				
	Gender				
	Gender Re-assignment				
	Marriage/civil partnership				
	Pregnancy & maternity				
	Race				
	Religion or belief				
	Sexual orientation				
	Other (eg low income)				
Question	Answer	Comments			
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	Yes / No				
3. Could this policy/service be perceived as impacting on communities differently?	Yes / No				
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	Yes / No				
<p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	Yes / No	Actions:			
		Actions agreed by EWG member: Name			
Assessment completed by: Name					
Job title	Date				

Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.

Calendar of Meetings 2021 / 2022

	2021							2022				
	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Monday	3 BANK HOLIDAY			2			1		3 BANK HOLIDAY			
Tuesday	4	1		3 CABINET			2		4 E&C	1	1 R&D	
Wednesday	5	2 CPP		4	1 CPP		3	1	5	2	2	
Thursday	6 ELECTION	3	1	5	2		4	2 COUNCIL	6	3	3 CPP	
Friday	7	4	2	6	3	1	5	3	7	4	4	1
Monday	10	7 AC	5	9	6 AC	4	8 PC	6 PC	10 PC	7 PC	7 PC	4 PC
Tuesday	11	8 R&D	6	10	7 R&D	5 E&C	9 E&C	7 R&D	11 CABINET	8 CABINET	8	5
Wednesday	12	9 E&C	7	11	8	6	10	8 CPP	12	9	9	6
Thursday	13 ANN. COUNCIL	10	8 COUNCIL	12	9 COUNCIL	7	11 KLACC SE	9	13	10	10	7 COUNCIL
Friday	14	11	9	13	10	8	12	10	14	11	11	8
Monday	17 PC	14 PC	12 PC	16 PC	13 PC	11 PC	15	13	17	14	14 AC	11 AC
Tuesday	18	15 CABINET	13 E&C	17	14	12	16 CABINET	14	18 R&D	15 E&C	15 CABINET	12 R&D
Wednesday	19	16	14	18	15	13	17	15	19 CPP	16	16	13 CPP
Thursday	20	17	15	19	16	14 COUNCIL	18	16	20	17	17	14
Friday	21	18	16	20	17	15	19	17	21	18	18	15 GOOD FRIDAY
Monday	24	21	19	23	20	18	22 AC	20	24	21	21	18 EASTER MONDAY
Tuesday	25	22	20 R&D	24	21 CABINET	19 R&D	23	21	25	22	22 E&C	19
Wednesday	26	23	21 CPP	25	22	20 CPP	24	22	26	23	23	20
Thursday	27	24	22	26	23	21	25	23	27 COUNCIL	24 COUNCIL	24	
Friday	28	25	23	27	24	22	26	24	28	25	25	22
Monday	31 BANK HOLIDAY	28 KLACC	26 AC	30 BANK HOLIDAY	27 KLACC	25	29	27 OFFICE CLOSED	31 KLACC	28 AC	28 KLACC	25
Tuesday		29	27	31 E&C	28	26	30	28 OFFICE CLOSED			29	26
Wednesday		30	28		29	27		29 OFFICE CLOSED			30	27
Thursday			29		30	28		30 OFFICE CLOSED			31	28
Friday			30			29		31 OFFICE CLOSED				29

KEY:

CAB = Cabinet
E&C = Environment & Community Panel
AC = Audit Committee
R&D = Regeneration & Development Panel
KLACC = King's Lynn Area Consultative Committee

PC = Planning Committee	Half Term, Christmas and Easter
PC SV = Planning Committee Site Visits	
CPP = Corporate Performance Panel	
COUNCIL = Council	Election
ANNUAL COUNCIL	