

**TITLE OF REPORT:**           **Calendar of Meetings 2018/19**

**REPORT OF:**               **Mike Barker, Strategic Director, Corporate Services and Governance**

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### **Purpose of the Report**

1. This report sets out the proposed calendar of meetings for 2018/19.

### **Background**

2. Every year a calendar of meetings is drawn up for the Council's main decision making bodies and overview and scrutiny committees for the following municipal year. The calendar of meetings assists in the effective planning of the consideration of Council business and with the preparation of the Cabinet's schedule of decisions.
3. A draft calendar of meetings has been prepared for 2018/19 and this is attached at Appendix 2. It has been prepared on a similar basis as last year.

### **Proposal**

4. It is proposed that the Cabinet agree the calendar of meetings 2018/19 (attached at appendix 2) and that it be forwarded to Council for approval.

### **Recommendations**

5. The Cabinet is requested to recommend Council to:
  - (i) approve the calendar of meetings 2018/19;
  - (ii) agree that, as far as possible, meetings should not be held during school holidays; and
  - (iii) authorise the Strategic Director, Corporate Services and Governance, following consultation with the Leader of the Council, to make any necessary amendments to the calendar of meetings.

For the following reason:

To assist in the preparation of the Cabinet's schedule of decisions and to allow councillors and officers to plan commitments in their diaries.

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### Policy Context

1. Preparing a calendar of meetings for the municipal year enables effective planning of Council business and preparation of the Cabinet's schedule of decisions.

### Background

2. The calendar of meetings has been prepared on the following basis:
  - As far as possible, meetings will not be held during school holidays.
  - Eight Council meetings, including the annual meeting and special meeting to consider the budget.
  - Meetings of the Cabinet to take place once a month with breaks during school holiday periods. Additional meetings of the Cabinet to be arranged, if required.
  - Meetings of the Planning and Development Committee to be held every three weeks. There will be a four week gap over the summer and Christmas holiday periods.
  - Meetings of the Regulatory Committee to be held on a monthly basis.
  - Two meetings of the Licensing Committee per annum. These will be held immediately after meetings of the Regulatory Committee. Meetings of the Licensing Sub Committee will be arranged on an ad hoc basis.
  - Three meetings of the Rights of Way Committee per annum.
  - Six meetings of the Audit and Standards Committee per annum.
  - One meeting of the Accounts Committee per annum.
  - Overview and Scrutiny Committees to be held every six weeks. Meetings of the Corporate Parenting and Community Safety Overview and Scrutiny Sub-Committees to be held quarterly. Following consultation with the Chair, meetings of the Corporate Parenting OSC will be held on Thursday afternoons in future instead of Mondays.
  - Meetings of the Personnel Appeals Committee to be held on a monthly basis with breaks during school holiday periods. The Pensions and Pay Discretions Sub Committee will meet on a quarterly basis.
  - Health and Wellbeing Board to be held every six weeks.
3. The Councillor Support and Development Group has previously agreed that there should be a guiding principle that the Council's committees and OSCs should have at least one evening meeting per year starting at 5.30pm and those meetings should have a suggested maximum duration of no more than two hours.

4. The calendar of meetings for 2018/19 has been prepared on a similar basis as last year.
5. Planning and Development Committee will continue to have some 6.00pm starts and the Rights of Way Committee will meet at 4.30pm.
6. Seminars and meetings of the Corporate Advisory Group will be held at either 2.00pm or 5.30pm.
7. If Chairs wish to change the date of the meetings starting at the later time to another date then this will be accommodated where possible.
8. The Council has previously agreed that meetings should not be held in school holidays, as far as possible. There are exceptions to this principle, such as Planning and Development, Regulatory, Audit and Standards and Accounts Committees. It is proposed that this principle should continue to be adopted, except for urgent meetings. The Corporate Parenting OSC will hold two meetings after school hours at 4.30pm to allow children the opportunity to attend its meetings.
9. It is proposed that the Strategic Director, Corporate Services and Governance should be authorised, following consultation with the Leader of the Council, to make any necessary amendments to the calendar of meetings.

### **Consultation**

10. The Leader of the Council has been consulted on the calendar of meetings.

### **Alternative Options**

11. No other options have been considered.

### **Implications of Recommended Option**

#### **12. Resources**

- a) **Financial Implications** - The Strategic Director, Corporate Resources confirms that there are no financial implications arising from this report.
- b) **Human Resources Implications** – There are no human resources implications arising from this report.
- c) **Property Implications** – There are no property implications arising from this report.

13. **Risk Management Implication** - There are no risk management implications arising from the recommended option.

14. **Equality and Diversity Implications** - There are no equality and diversity implications arising from the recommended option.

15. **Crime and Disorder Implications** - There are no crime and disorder implications arising from the recommended option.

16. **Health Implications** – There are no health implications arising from the recommended option.

**17. Sustainability Implications** - There are no sustainability implications arising from the recommended option.

**18. Human Rights Implications** - There are no human rights implications arising from the recommended option.

**19. Area and Ward Implications** - There are no area and ward implications arising from the recommended option.

**20. Background Information** - The calendar of meetings approved for the current municipal year.