

TITLE OF REPORT: **Calendar of Meetings 2016/17**

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

Purpose of the Report

1. This report sets out the proposed calendar of meetings for 2016/17.

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. The Councillor Support and Development Group on 9 September 2015 considered the issue of later start times for meetings. The Group felt there should be a guiding principle that all of 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. A draft calendar of meetings has been prepared for 2016/17 and this is attached as Appendix 2. It has been prepared on the same basis as previous years except that later start times have been included for committees and OSCs in accordance with the principle suggested by the Councillor Support and Development Group.
5. In addition, Planning and Development Committee will continue to have some 6.00pm starts, the Rights of Way Committee will meet at 4.30pm and 5.30pm and the Councillor Support and Development Group at 5.30pm.
6. Seminars and meetings of the Corporate Resources Advisory Group will be held at a range of times during the day including meetings at 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. As previously agreed by the Council in 2009, the principle of not holding meetings in school holidays will continue, with the exception of Planning and Development Committee, Regulatory Committee and Audit and Standards Committee.

Proposal

9. It is proposed that the Cabinet agree the calendar of meetings 2016/17 (attached at appendix 2) and that it be forwarded to Council for approval.

Recommendations

10. The Cabinet is requested to recommend Council to:
- (i) approve the calendar of meetings 2016/17;
 - (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.

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. The Council's Charter for Local Decision Making and Voting also aims to ensure that decision making is open and democratic and that residents are aware of meetings and decisions taking place.

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.
 - Ten 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.
 - Meetings of the Regulatory Committee to be held on a monthly basis.
 - Two meetings of the Licensing Committee per annum (sub-committee meetings will be arranged on an ad hoc basis).
 - Three meetings of the Rights of Way Committee per annum.
 - Seven meetings of the Audit and Standards Committee per year.
 - One meeting of the Accounts Committee per year.
 - 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.
 - Two meetings of the Personnel Appeals Committee per month, as far as practicable.
 - Health and Wellbeing Board to be held every six weeks.
3. The Councillor Support and Development Group on 9 September 2015 considered the issue of later start times for meetings. The Group felt there should be a guiding principle that all of 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 2016/17 has been prepared on the same basis as previous years except that later start times have been included for committees and OSCs in accordance with the principle suggested by the Councillor Support and Development Group.
5. In addition, Planning and Development Committee will continue to have some 6.00pm starts, the Rights of Way Committee will meet at 4.30pm and 5.30pm and the Councillor Support and Development Group at 5.30pm.
6. Seminars and meetings of the Corporate Resources Advisory Group will be held at a range of times during the day including meetings at 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 Committee, Regulatory Committee and Audit and Standards Committee. 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. To avoid meetings being arranged at short notice and to give councillors as much notice as possible, a programme of meetings for the Corporate Resources Advisory Group has been incorporated into the calendar for 2016/17.
10. 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

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

Alternative Options

12. No other options have been considered.

Implications of Recommended Option

13. 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.

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

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

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

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

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

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

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

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