

CALENDAR OF MEETINGS 2017/18

<u>Report of the:</u>	Head of Legal & Democratic Services
<u>Contact:</u>	Fiona Cotter
<u>Annexes/Appendices</u> (attached):	Annexe 1 - Draft Calendar of Meetings 2017/18
<u>Other available papers</u> (not attached):	None

REPORT SUMMARY

This report sets out a proposed Calendar of Meetings for 2017/18.

RECOMMENDATION (S)

That the Council be recommended to approve the 2017/18 Calendar of Meetings as set out in the attached Annexe.

Notes

1 Implications for the Council's Key Priorities, Community Strategy and Committee's Key Service Priorities

- 1.1 There are no direct implications but this Committee is responsible for guiding the Council in its organisation and management to achieve its objectives.

2 Background

- 2.1 In drawing up the programme, the main consideration is the need to retain certain reporting chains as far as practicable (e.g. Financial Policy Panel reporting to Strategy and Resources) as well as the timing of fiscal requirements. Consideration has also been given as far as practicable to school holidays. The dates of the LGA, CIPFA and Party Conferences have yet to be factored in but these generally stay around the same time year on year.

3 Proposals

- 3.1 A programme of meetings for 2017/18 is attached as **Annexe 1** to this report. This has been devised on a similar basis as the current year's programme in terms of the number of meetings and these have again scheduled on Tuesdays and Thursdays where possible instead of throughout the week.

- 3.2 This pattern of meetings was introduced in 2013 in order to regularise the days of the week on which Town Hall facilities remain open after normal business hours.
- 3.3 Members' Briefing Evenings/Training events have been scheduled on a monthly basis to be utilised as needed. Experience suggests that it is better to reserve the dates now rather than try to arrange ad hoc.
- 3.4 As in previous years, dates have not been scheduled for the Licensing Hearing Sub Committee or the Standards Committee. The bodies will continue to meet as required.

4 Financial and Manpower Implications

- 4.1 The need to preserve reporting lines and other constitutional considerations means that at certain times of the year policy committee meetings are bunched together. The timetable is challenging for Officers at certain points of the year and, whilst not the overriding consideration, the calendar has been devised to try and manage peaks in workload.

5 Equalities, Sustainability Policy, Community Safety and Other Legal Implications

- 5.1 Legislation requires that Agendas are published five clear working days before a meeting. The Council's Rules of Procedure state that papers should be made available six clear working days before a meeting.

6 Partnerships

- 6.1 Not applicable.

7 Risk Assessment

- 7.1 An effective decision-making programme should enable all committees and the Council to process business with the minimum of delay.

8 Conclusion and Recommendations

- 8.1 The practice of scheduling meetings on Tuesdays and Thursdays only as far as practicable appears to be working well with no obvious problems caused and the Council is asked to approve the Calendar of Meetings attached as **Annexe 1** to this report.

WARD(S) AFFECTED: N/A