

Report to: **Council**

Date: **12 February 2019**

Title: **Calendar of Meetings 2019/2020**

Portfolio Area: **Support Services – Cllr Sanders**

Wards Affected: **All**

Relevant Scrutiny Committee: **Overview and Scrutiny Committee**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken: **Immediately**

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RECOMMENDATION

That Council be RECOMMENDED that the Calendar of Meetings for 2019/2020 as presented at Appendix A be approved.

1. Executive summary

1.1 Each year, the Council is required to approve a calendar of meetings for the forthcoming year.

2. Background

2.1 The Constitution sets out requirements relating to the number and frequency of meetings of Council Bodies. In setting the calendar of meetings each year, the Council can ensure that these requirements are met. It also enables forward planning and avoids meeting clashes.

3. Outcomes/outputs

3.1 Set out at Appendix A is the draft calendar of meetings for 2019-20.

3.2 In drawing up the calendar of meetings, a number of parameters are set which include:

- Constitutional requirements which, for some bodies, sets the number and frequency of meetings to be held annually
- The wishes of Members that Tuesdays are seen as Member days and therefore as many meetings as possible are arranged to take place on this day;
- The wishes of Members to avoid formal meetings during school holidays where possible;

- The significant impact of the Borough Council elections in May 2019
- The wish of Members to ensure, where possible, two weeks between Overview and Scrutiny Committee dates and Hub Committee dates

3.3 It should be noted that the calendar only lists those meetings which can or need to be programmed (for constitutional, financial or other reasons). Meetings of other Council bodies such as task and finish groups arising from the work of the Overview and Scrutiny Committee can be programmed on an ad-hoc basis.

4. Options available and consideration of risk

4.1 By approving the calendar of meetings each year, the Council will avoid potential Member meeting clashes and ensure that the Constitutional requirements are provided for, and Members wishes, where possible, are taken into account.

5. Proposed Way Forward

5.1 Approval of the calendar of meetings will prevent meeting clashes and ensure that Constitutional requirements are met.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	Statutory Powers – Local Government Act 1972
Financial	N	There are no direct financial implications
Risk	N	These are addressed in the report
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	Not applicable
Safeguarding	N	Not applicable
Community Safety, Crime and Disorder	N	Not applicable
Health, Safety and Wellbeing	N	Not applicable

Supporting Information

Appendix A

Calendar of meetings 2019/2020