

Report to: **Council**

Date: **21 February 2019**

Title: **Draft Calendar of Meetings 2019/20**

Portfolio Area: **Strategy and Commissioning – Cllr Tucker**

Wards Affected: **All**

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

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 2019-20 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 addition of a full council meeting in March each year to enable approval of the Treasury Management Strategy, Investment Strategy and Capital Strategy as required by the Prudential Code;

- The wishes of Members that Thursdays 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 clashes with meetings of other organisations and events where possible;
- The wishes of Members to avoid meetings during school holidays where possible;
- Financial timescales and requirements and
- Attempting to ensure that Overview and Scrutiny Panel meetings are held two weeks prior to Executive meetings
- The recent decision that the month of August should be avoided for Member meetings. Such are the constraints of the Calendar, that Members will note that the draft Calendar proposes only informal meetings in August, with the exception of DM Committee meetings which are required to be scheduled every four weeks where possible;
- The significant impact of the District Council elections in May 2019.

3.3 Members will be aware that Development Management Committee meetings do not currently have a fixed start time and, for each meeting, the start time is only set once the length of the agenda is known. It is suggested that, with effect from May 2019, all Development Management Committee meetings start at 10.00am and, in the event of a meeting being concluded before 1.00pm, the opportunity is then taken for a training session to be held during that afternoon.

3.4 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 Panel 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 body of the report
<b>Comprehensive Impact Assessment Implications</b>		
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:** Draft Calendar of meetings 2019-20