

NAME OF COMMITTEE	COUNCIL
DATE	09 May 2013
REPORT TITLE	CALENDAR OF MEETINGS 2012/13
Report of	Member Services Manager
WARDS AFFECTED	All

Summary of report:

To seek Members approval of the calendar of meetings of Council bodies for the 2013/14 municipal year.

Financial implications:

There are no financial implications arising directly from this report.

RECOMMENDATION:

That the Council **RESOLVES** to adopt the Calendar of Meetings for the 2013/14 municipal year (as per Appendix A to this report).

Officer contact:

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1. BACKGROUND

- 1.1 Council Procedure Rule 1.1(x) states that the Annual Meeting will:-
“approve a programme of ordinary meetings of the Council for the year”

2. ISSUES FOR CONSIDERATION

- 2.1 Set out at Appendix A is a programme of meetings from May 2013. As in previous years, meeting dates for a period of 18 months have been drafted, so that Members are aware in advance of the next Annual Council meeting of the dates for a further six months of meetings. This also aids the necessary programming of meetings.

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

- Constitutional requirements which, for some Council bodies, sets the number and frequency of meetings to be held annually;
- 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, wherever possible, avoid meetings of the Development Management Committee falling in the same week as the Executive or Council meeting;
- Financial timescales and requirements; and
- Attempting to ensure that Council and Executive meetings are held in close proximity to the equivalent meetings at West Devon Borough Council.

2.3 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 the Licensing Committee are arranged as and when required. In addition, task and finish groups arising from the work of the Scrutiny Panels can be programmed on an ad-hoc basis.

2.4 Members are also asked to note that the dates shown at Appendix A marked with an asterisk have previously been agreed at the Council meeting held on 10 May 2012 (Minute 19/12 refers). In some instances it is suggested that these dates be amended as follows:

Meeting	Move from	To
Salcombe Harbour Board	3 June 2013	20 May 2013
Economy and Environment Scrutiny Panel	30 May 2013	23 May 2013
Community Life and Housing Scrutiny Panel	30 May 2013	23 May 2013
Development Management Committee	31 July 2013	24 July 2013
Development Management Committee	4 September 2013	28 August 2013
Community Life and Housing Scrutiny Panel	19 September 2013	5 September 2013
Executive	5 September 2013	19 September 2013
Audit Committee	26 September 2013	19 September 2013
Development Management Committee	2 October 2013	25 September 2013
Council	12 September 2013	26 September 2013

- 2.5 In line with the recommendations of the Political Structures Working Group that were agreed at Council on 4 April 2013 (minute 79/12 refers) the previously arranged Council meeting of 25 July 2013 has been removed from the calendar.

3. RISK MANAGEMENT

- 3.1 The Risk Management implications are shown at the end of this report in the Strategic Risks Template.

Corporate priorities engaged:	None directly related to this report.
Statutory Powers	Local Government Act 1972.
Considerations of equality and human rights:	None directly related to this report.
Biodiversity considerations:	None directly related to this report.
Sustainability considerations:	None directly related to this report.
Crime and disorder implications:	None directly related to this report.
Background papers:	Council Constitution
Appendices attached:	A. Draft Calendar of Meetings

STRATEGIC RISKS TEMPLATE

No	Risk Title	Risk/Opportunity Description	Inherent risk status				Mitigating & Management actions	Ownership
			Impact of negative outcome	Chance of negative outcome	Risk score and direction of travel			
		Constitutional requirements regarding the number and frequency of meetings are missed.	2	1	2	↔	Setting the Council at the Annual meeting of Council each year, and setting for 18 months, will ensure constitutional requirements are met by enabling forward planning	Member Services Manager
		Attempting to avoid any potential Member meeting clashes and ensure that constitutional requirements are provided for and Member wishes, where possible, are taken into account.	2	2	4	↔	A calendar of meetings enables forward planning to avoid meeting clashes	Member Services Manager

Direction of travel symbols ↓ ↑ ↔