COUNCIL	27 February 2019

Calendar of Meetings 2019/20

Final Decision-Maker	Council
Lead Head of Service	Angela Woodhouse, Head of Policy, Communications and Governance
Lead Officer and Report Author	Debbie Snook, Democratic Services Officer
Classification	Public
Wards affected	All

Executive Summary

The proposed Calendar of Meetings for 2019/20 is attached as Appendix A to this report for approval by the Council.

This report makes the following recommendations to Council:

1. That the Calendar of Meetings 2019/20, attached as Appendix A to this report, be approved.

Timetable	
Meeting	*Date*
Council	27 February 2019

Calendar of Meetings 2019/20

1. INTRODUCTION AND BACKGROUND

1.1 The proposed Calendar of Meetings for 2019/20 is attached as Appendix A. It sets out the proposed dates for meetings of the Council and Service, Regulatory and other Committees within the existing Committee Structure.

1.2 In preparing the Calendar, the following assumptions have been made:

Four Service Committees currently shown as P&R, HCL, SPS&T and CHE; A reduction in the number of meetings of the Planning Committee to one per month with a scheduled adjourned meeting date except for the 19 December 2019 meeting; and The amalgamation of the Democracy and Employment Committees as discussed by the Democracy Committee with scheduled meetings in January and July for the Pay Policy Statement (January) and the Workforce Strategy Update Reports (January and July).

1.3 It is proposed to hold the Annual Meeting of the Council on Saturday 18 May 2019, commencing at 9.30 a.m.

1.4 It is proposed to hold snap meetings of all Committees except the Joint Transportation Board on 21 May 2019. The purpose of these meetings is to elect the Chairman and Vice-Chairman for each Committee other than the Chairman of the Policy and Resources Committee who will be elected at the Annual Meeting of the Council.

1.5 With the exception of the proposed meeting of the Planning Committee there will be no other meetings during August.

1.6 Extraordinary meetings of the Council can be called if necessary.

1.7 Provision has been made for two briefing sessions per month to be allocated as required.

2 AVAILABLE OPTIONS

2.1 The Council could amend the proposed Calendar of Meetings, but the dates are broadly in line with the usual pattern of meetings based on the current Committee structure except that the number of meetings of the Planning Committee has been reduced to reflect the current volume of applications and provision has also been made to incorporate potential changes arising from the review of the Committee structure.

3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

3.1 That the Calendar of Meetings for 2019/20 be approved. Setting the dates for future meetings of the Council and Committees enables advance notice to be given to the public and internal timetables and work programmes to be organised.

4. RISK

4.1 The risks associated with this proposal, including the risks if the Council does not act as recommended, have been considered in line with the Council's Risk Management Framework. We are satisfied that the risks associated (both organisational and reputational) will be managed as per the Risk Management Policy.

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

5.1 Corporate Leadership Team and Heads of Service have been consulted on the proposed Calendar of Meetings for 2019/20, and their suggestions to meet organisational requirements have been incorporated. The Chairman and Vice-Chairman of the Planning Committee have been consulted on the proposed reduction in the number of meetings of the Planning Committee, and raise no objection.

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

6.1 The Calendar of Meetings, once approved, will be published on the Council's website.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	The aim is to ensure that meetings of the Council and Committees are scheduled to consider business regarding the Council's priorities.	Head of Policy, Communications and Governance
Risk Management	See section 4 above.	Head of Policy, Communications and Governance
Financial	Provision is made within the Council's budget for democratic representation and the decision making process.	Section 151 Officer and Finance Team

Staffing	None identified.	Head of Policy, Communications and Governance
Legal	In accordance with the Local Government Act 1972 the Council must give proper notice and summons of its decision making meetings, and if a proper notice and summons are not issued, then the meeting may not be properly convened and the business transacted of no effect. The Calendar of Meetings 2019/20 assists in the efficient organisation of publication of the notices and summons of meetings, and gives Officers, Members and the public advanced notice (although not legal notice) of meeting dates. Under Schedule 12 of the Local Government Act 1972 the Council must hold its Annual Meeting within 21 days of the retirement of the Councillors in an ordinary election.	Legal Team
Privacy and Data Protection	No specific issues arise.	Legal Team
Equalities	The Calendar of Meetings will be published on the Council's website. Reports can be made available in alternative formats and provisions made to ensure meetings are accessible and all attendees can be engaged in the proceedings.	Equalities and Corporate Policy Officer
Public Health	We recognise that the recommendations will not negatively impact on population health or that of individuals.	Head of Policy, Communications and Governance
Crime and Disorder	As required, the Communities, Housing and Environment Committee will meet as the Crime and Disorder Committee.	Head of Policy, Communications and Governance

Procurement	None identified.	Head of Policy, Communications and Governance

8. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

- Appendix 1: Calendar of Meetings 2019/20

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9. BACKGROUND PAPERS

None.