

**Calendar of Meetings 2018/19**

<b>Final Decision-Maker</b>	Council
<b>Lead Head of Service</b>	Angela Woodhouse, Head of Policy, Communications and Governance
<b>Lead Officer and Report Author</b>	Democratic Services Team Debbie Snook (report author)
<b>Classification</b>	Public
<b>Wards affected</b>	All

**Executive Summary**

The proposed Calendar of Meetings for 2018/19 is attached as Appendix A to this report for approval by the Council.

**This report makes the following recommendation to Council:**

1. That the Calendar of Meetings 2018/19, attached as Appendix A to this report, be approved.

**Timetable**

<b>Meeting</b>	<b>Date</b>
Council	28 February 2018

# Calendar of Meetings 2018/19

## **1. INTRODUCTION AND BACKGROUND**

- 1.1 The proposed Calendar of Meetings for 2018/19 is attached as Appendix A. It sets out the proposed dates for meetings of the Council and Service, Regulatory and other Committees within the Committee structure.
  - 1.2 It is proposed to hold the Annual Meeting of the Council on Saturday 19 May 2018, commencing at 9.00 a.m.
  - 1.3 It is proposed to hold snap meetings of all Committees except the Joint Transportation Board on 22 May 2018. 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.
  - 1.4 With the exception of the proposed meeting of the Planning Committee there will be no other meetings during August.
  - 1.5 Extraordinary meetings of the Council can be called if necessary.
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## **2. AVAILABLE OPTIONS**

- 2.1 The Council could amend the proposed Calendar of Meetings, but the dates are in line with the usual pattern of meetings based on the current Committee structure.
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## **3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

- 3.1 That the Calendar of Meetings for 2018/19 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.
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## **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.
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## 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 2018/19, and their suggestions to meet organisational requirements have been incorporated.

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## 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.

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## 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Impact on Corporate Priorities</b>	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
<b>Risk Management</b>	See section 4 above.	Head of Policy, Communications and Governance
<b>Financial</b>	Provision is made within the Council's budget for democratic representation and the decision making process.	Section 151 Officer & Finance Team
<b>Staffing</b>	None identified.	Head of Policy, Communications and Governance
<b>Legal</b>	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 2018-19 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	Keith Trowell, Interim Team Leader (Corporate Governance)

	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.	
<b>Privacy and Data Protection</b>	No specific issues arise.	Keith Trowell, Interim Team Leader (Corporate Governance)
<b>Equalities</b>	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
<b>Crime and Disorder</b>	As required, the Communities, Housing and Environment Committee will meet as the Crime and Disorder Committee.	Head of Policy, Communications and Governance
<b>Procurement</b>	None identified.	Head of Policy, Communications and Governance

## 8. REPORT APPENDICES

The following document is to be published with this report and forms part of the report:

- Appendix A: Calendar of Meetings 2018/19

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## 9. BACKGROUND PAPERS

None.