

25 May 2016		ITEM: 12
Annual Council		
Schedule of Meetings 2016-17		
Wards and communities affected: None	Key Decision: Not Applicable	
Report of: Lyn Carpenter, Chief Executive		
Accountable Head of Service: David Lawson, Deputy Head of Legal & Democratic Services and Monitoring Officer		
Accountable Director: Lyn Carpenter, Chief Executive		
This report is public		

Executive Summary

This report requests the agreement of the Council to the schedule of ordinary meetings of the Council, Cabinet and those committees that have been established at Agenda Item 9 for the 2016-17 municipal year.

1. Recommendation(s)

1.1 That the Calendar of Meetings for 2016-17 be approved.

2. Introduction and Background

2.1 The Constitution requires the Council, at its annual meeting, to agree the schedule of ordinary meetings for the coming municipal year.

2.2 In a year when there is an ordinary election of Councillors, the Constitution requires that the Annual Meeting take place within 21 days of the retirement of the outgoing Councillors.

3. Issues, Options and Analysis of Options

3.1 A schedule of ordinary meetings for 2016-17 has been prepared and is attached at **Appendix 1** to this report.

3.2 It should be noted that some committees and sub-committees will meet on an "as and when required" basis. This is due to the nature of the business they are required to consider and, as such, they have not been included in the schedule of ordinary meetings. In particular, this applies to the General Services Committee.

- 3.4 Once the schedule of ordinary meetings has been approved, a notice is published 5 clear working days before the beginning of the month to which it refers and contains details of the date, time and venue of each meeting to be held during that month. This acts as the official notice of the meeting and is published on the notice board at the front of the Civic Offices. In addition, information relating to all meetings to be held is available on the Council's website.
- 3.5 If any changes are made to the agreed schedule of meetings during the course of the year, such as a new meeting being arranged or a meeting being cancelled, further notices will be issued and information will be updated on the Council's website.
- 3.6 In exceptional circumstances, an "Extraordinary Meeting" can be called by the Proper Officer but this should be done in accordance with those provisions contained within the Constitution. In any such cases, notice of the meeting will be provided on the notice board to the front of the Civic Offices and on the Council's website.
- 3.7 In consultation with the Group Leaders, the dates of some political Group Meetings of the two main Groups on the Authority have also been included.

4. Reasons for Recommendation

- 4.1 The Council is required to approve the schedule of ordinary meetings for 2016-17 and this will ensure that arrangements can be put in place for effective and efficient decision making throughout the municipal year.

5. Consultation (including Overview and Scrutiny, if applicable)

- 5.1 Consultation has been undertaken with the Leaders of each of the political groups represented on the Council.

6. Impact on corporate policies, priorities, performance and community impact

- 6.1 The Council should have a schedule of meetings in place to ensure that arrangements can be put in place for effective and efficient decision making.

7. Implications

7.1 Financial

Implications verified by: **Laura Last**
**Senior Finance Officer – Management
Accounts**

The cost of supporting the meetings contained within the Appendix to this report can be met from existing budgets.

Any increase in the number of meetings will have a direct resource implication on the officer support structure, particularly the Democratic Services team. Officers will endeavour to ensure that costs are contained within the budgets available.

If additional resources are required then compensating savings will have to be found within the Council's budget.

7.2 Legal

Implications verified by: **David Lawson**
Monitoring Officer and Deputy Head of Legal

There are no specific legal implications arising from this report.

7.3 Diversity and Equality

Implications verified by: **Natalie Warren**
**Community Development and Equalities
Manager**

There are no diversity implications noted in this report.

7.4 Other implications (where significant) – i.e. Staff, Health, Sustainability, Crime and Disorder)

None.

8. Background papers used in preparing the report (including their location on the Council's website or identification whether any are exempt or protected by copyright):

- None

9. Appendices to the report

- **Appendix 1** – Schedule of ordinary meetings for 2016-17

Report Author:

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Legal & Democratic Services