
Subject: CALENDAR OF ORDINARY MEETINGS 2016/17

Meeting and Date: Council – 17 MAY 2017

Report of: David Randall, Director of Governance

Classification: Unrestricted

Purpose of the report: The Constitution requires that the Calendar of Ordinary Meetings be set at the Annual Meeting of the Council.

Recommendation: Council is requested to ratify the Calendar of Ordinary Meetings for 2017/18.

1. Summary

- 1.1 In order to provide Members, Officers, other partner local authorities and the general public with as much notice as possible, a provisional Calendar of Meetings is presented to the Council in January each year prior to its final ratification at the Annual Meeting of the Council.
- 1.2 In accordance with the Rule 1.1 (xiii) of the Rules of Procedure in the Council's Constitution, the Annual Meeting of the Council is responsible for approving the final Calendar of Ordinary Meetings for the forthcoming municipal year.

2. Introduction and Background

- 2.1 The core of the Calendar of Ordinary Meetings for 2017/18 is based on a 6-8 week cycle that commences with a meeting of the Cabinet and ends with a meeting of the Council. In between those two points all other committee business takes place.
- 2.2 Wherever possible efforts have been made to avoid school holiday dates and political party conferences.

Changes since January 2017

- 2.3 Since the provisional Calendar was considered on 25 January 2017, there has been one amendment made as a consequence of the scheduling of the 8 June 2017 General Election which has been to move the June 2017 Cabinet meeting from 5 June to 12 June 2017.
- 2.4 In addition, two changes have been made in consultation with the Chairman of the Planning Committee to reduce the number of occasions where meetings of the Planning Committee and the two scrutiny committees occurred consecutively during the same week.
- 2.5 It should be emphasised that the calendar set out in Appendix 1 only applies to Committees with scheduled meetings. It does not apply to any Committees that are called on an ad-hoc basis as business warrants, such as the General Purposes Committee or special meetings of scheduled committees called in addition to those in the Calendar.

3. Identification of Options

- 3.1 There are three options available to the Council:

- 3.2 Option A – To approve the Calendar of Ordinary Meetings for 2017/18 as set out in Appendix 1.
- 3.3 Option B – To approve the Calendar of Ordinary Meetings for 2017/18 with amendments.
- 3.4 Option C – To not approve the Calendar of Ordinary Meetings for 2017/18.

4. **Evaluation of Options**

- 4.1 The recommended option is Option A as this supports the existing decision route cycle and avoids wherever possible school holidays and political party conferences. In addition, the availability of meeting rooms has been confirmed for all the scheduled dates.
- 4.2 Options B and C are not recommended as they may require adjustments to the existing decision route cycle.
- 4.3 In the event that any Member wishes to propose Option B, thereby changing the provisional Calendar of Meetings, they are asked to contact the Head of Democratic Services or the Team Leader – Democratic Services prior to the date of the meeting at which this report is considered in order that the feasibility of rearranging the Calendar can be established.

5. **Resource Implications**

There are no resource implications arising from this report as set out. However, if significant changes were to be made to the Calendar of Meetings then this may need to be re-evaluated.

6. **Appendices**

Appendix 1 – Calendar of Meetings 2017/18

7. **Background Papers**

None

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