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**Subject:** CALENDAR OF ORDINARY MEETINGS 2015/16

**Meeting and Date:** Council – 28 JANUARY 2015

**Report of:** David Randall, Director of Governance

**Classification:** Unrestricted

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

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**Recommendation:** Council is requested to ratify the Calendar of Ordinary Meetings for 2015/16.

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## 1. Summary

In order to provide Members, Officers, other partner local authorities and the general public with as much notice as possible, a provisional Programme of Ordinary Meetings is presented to the Council in January each year prior to its final ratification at the Annual Meeting of the Council.

## 2. Introduction and Background

- 2.1 The Programme of Ordinary Meetings for 2015/16 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 although this has not always been achievable.
- 2.3 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.

## 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 2015/16 as set out in Appendix 1.
- 3.3 Option B – To approve the Calendar of Ordinary Meetings for 2015/16 with amendments.
- 3.4 Option C – To not approve the Calendar of Ordinary Meetings for 2015/16.

## 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.

4.2 Options B and C are not recommended as it 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 Ordinary 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 meeting 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 Ordinary Meetings then this may need to be re-evaluated.

6. **Appendices**

Appendix 1 – Calendar of Ordinary Meetings 2015/16

7. **Background Papers**

None.

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