
Subject: PROGRAMME OF ORDINARY MEETINGS 2019/20

Meeting and Date: COUNCIL – 17 MAY 2019

Report of: HEAD OF GOVERNANCE

Classification: UNRESTRICTED

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

Recommendation: That Council approve the final ratification of the Programme of Ordinary Meetings for 2019/20.

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 Programme of Ordinary Meetings is presented to the Council in January of 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 Programme of Ordinary Meetings for the forthcoming municipal year.

2. Introduction and Background

- 2.1 The Programme of Ordinary Meetings for 2019/20 is based on a 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.
- 2.3 It should be emphasised that the programme 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 any sub-committees.
- 2.4 Since the provisional calendar was considered by the Council at its meeting held on 30 January 2019, a small number of changes have been made to the dates in May 2019 to reflect the changes agreed by the Council at its meeting on 27 March 2019.

3. Identification of Options

- 3.1 There are three options available to the Council:
- 3.2 Option A – To approve the Programme of Ordinary Meetings for 2019/20 as set out in Appendix 1.
- 3.3 Option B – To approve the Programme of Ordinary Meetings for 2019/20 with amendments.
- 3.4 Option C – To not approve the Programme of Ordinary Meetings for 2019/20.

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.

4.2 Option 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 or C, thereby changing the Programme of Ordinary Meetings, they are asked to contact the Democratic Services Manager 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 Programme of Ordinary Meetings then this may need to be re-evaluated.

6. **Appendices**

Appendix 1 – Programme of Ordinary Meetings 2019/20

Appendix 2 – List of School Holidays and Party Political Conference Dates 2019/20

7. **Background Papers**

None

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