
Subject: **PROVISIONAL PROGRAMME OF ORDINARY MEETINGS 2014/15**

Meeting and Date: **COUNCIL – 5 MARCH 2014**

Report of: **David Randall, Director 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. This report seeks to gain an indication of Council's view prior to formal adoption at the AGM to facilitate arrangements being made.

Recommendation: Council is requested to approve in principle the Programme of Ordinary Meetings for 2014/15 subject to final ratification at the Annual Meeting of Council.

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 Following the Council meeting held on 29 January 2014, it was agreed that Democratic Services undertake work in respect of the following areas:

- Date of the 2014 Annual General Meeting (AGM) of Council
- Planning Committee dates with a view to reducing the number
- Re-examine the dates for Regulatory / Licensing Committee

2.2 The Annual General Meeting had originally been agreed for 2 April 2014 due to uncertainty over the dates of the European Elections. However, this was always with a view to rescheduling it in the event that the European election date permitted it. Further discussions were undertaken with Dover Town Council, Sandwich Town Council and Deal Town Council to confirm that the new proposed Annual General Meeting date did not clash with any town council mayor making and a date of 14 May 2014 is now proposed for the Council's AGM.

2.3 The Planning Committee meeting schedule has been reduced from 14 meetings (which kept the traditional four week cycle) to 12 meetings.

2.4 The Licensing Committee date originally scheduled for early June 2014 has also been revisited. Although the Licensing Committee had requested that its meetings be held prior to a Council meeting due to the short duration of meetings (its sub-committees conduct the actual hearings) this is not possible at the start of the municipal year due to the gap between the AGM (at which the membership of the Licensing Committee is determined) and the next meeting of Council (23 July 2014).

As the Licensing Committee needs to appoint its sub-committees relatively quickly after the AGM when its own membership is agreed it is proposed that a meeting be held at 5.00pm on Tuesday 27 May 2014 prior to the meeting of the Scrutiny (Policy and Performance) Committee.

- 2.5 The Programme of Ordinary Meetings for 2014/15 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.
- 2.6 Wherever possible efforts have been made to avoid school holiday dates and party conferences.
- 2.7 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.

3. **Identification of Options**

- 3.1 There are three options available to the Council:
- 3.2 Option A - To approve in principle the Programme of Ordinary Meetings for 2014/15 as set out in Appendix 1 for ratification at the Annual Meeting of Council..
- 3.3 Option B – To approve in principle the Programme of Ordinary Meetings for 2014/15 with amendments.
- 3.4 Option C – To not approve the provisional Programme of Ordinary Meetings for 2014/15.

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 significant local Elections and Party Conferences.
- 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 Programme of Ordinary Meetings, they are asked to contact the Head of Democratic Services or the Team Leader – Democratic Support 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 2013/14

7. **Background Papers**

None.

Contact Officer: Rebecca Brough, Team Leader – Democratic Support