

ANNUAL MEETING OF THE COUNCIL

17 MAY 2016

REPORT OF MONITORING OFFICER

CALENDAR OF MEETINGS 2016 17

1.0 PURPOSE OF REPORT

1.1 To consider a proposed Calendar of Meetings for 2016 17.

2.0 RECOMMENDATIONS

2.1 To approve the Calendar of Meetings for 2016 17 as set out at Appendix A.

3.0 KEY ISSUES

3.1 The Annual Calendar of Meetings is designed each year to ensure the statutory requirements of the Council's decision-making are followed as well as allows for policy and regulatory decisions to be made which contribute to the running of the Council and meeting the public's expectations.

3.2 A proposed Calendar of Meetings for 2016 17 is available at Appendix A. As well as ensuring statutory financial deadlines are able to be met, the timetable has been drafted taking into account bank holidays, school holidays and Full Council meetings of the Leicestershire County Council.

3.3 There are five cycles of Committees within the Calendar of Meetings and each one includes all of the policy and regulatory Committees and ends with a Full Council Meeting. In addition there are monthly Town Area Committees, with five allocated as Main Committees.

3.4 Apart from the Planning Committee meetings which start at 6 p.m. and the Annual Meeting that starts at 7, all other meetings will start at 6.30 p.m. All meetings are scheduled to be held at Parkside.

3.5 The Calendar of Meetings was considered by the Governance Committee on 7 April 2016 for comments and due to an oversight it has been noted that the Policy, Finance and Administration Committee that was scheduled to be held on Tuesday 5 July 2016 clashes with the LGA Conference which involves the Leader and Senior Officers therefore this meeting has been moved to the following Tuesday, 12 July 2016.

3.6 Throughout the year, the Calendar of Meetings may be subject to amendment to accommodate an urgent decision or matters of high importance. This could result in an ad hoc Committee or an Extraordinary Council meeting being convened or a change to a scheduled meeting.

4.0 POLICY AND CORPORATE IMPLICATIONS

4.1 The Calendar of Meetings enables decisions to be made within statutory deadlines and this is an essential requirement of good corporate governance. The Annual

Calendar of Meetings enables the Council to plan its workload and allows for the budget process, policy decisions and regulatory matters to be processed in accordance with legislation.

4.2 The published Calendar of Meetings assists transparency in decision-making and ensures the public is aware of when important decisions will be made.

4.3 The Calendar of Meetings allows the Council to meet its priority as an Agile Council to help in managing demand delivering well-respected, value for money and customer-focused services with pride and efficiency.

5.0 **FINANCIAL AND OTHER RESOURCE IMPLICATIONS**

5.1 There are no financial implications and staffing is allocated to meet the administration of the decision-making meetings within the timetable.

6.0 **LEGAL IMPLICATIONS/POWERS**

6.1 An approved Annual Calendar of Meetings ensures that decisions relating to budget, policy and regulatory matters that have statutory deadlines are able to be planned and made in accordance with the relevant legislation.

6.2 Publication of the Annual Calendar of Meetings ensures advance notice is given of decision-making meetings to be held in accordance with the Access to Information Procedure Rules set out in the Council's Constitution.

7.0 **COMMUNITY SAFETY**

7.1 There are no specific community safety implications in this report.

8.0 **EQUALITIES**

8.1 An Equalities Screening Assessment has been completed on constitutional matters that relate to following legislation.

9.0 **RISKS**

9.1

L I K E L I H O O D	A	Very High				
	B	High				
	C	Significant				
	D	Low				
	E	Very Low			1,2	
	F	Almost Impossible				
			Negligible 1	Marginal 2	Critical 3	Catastrophic 4

IMPACT

Risk No	Risk Description
1	Non-compliance of statutory deadlines for making decisions on budget, policy and planning application decisions could mean the Council is acting unlawfully
2	If there was no Calendar of Meetings in place, access to Information and notice of meeting legislation may not be met which could make decisions vulnerable to challenge

10.0 CLIMATE CHANGE

10.1 There are no climate change implications in this report.

11.0 CONSULTATION

11.1 There has been consultation with the Leader, Governance Committee as well as relevant members of Management Team to ensure the legislative framework of financial and planning schedules are met.

12.0 WARDS AFFECTED

12.1 All indirectly.

Contact Officer: Sarah Evans, Senior Democracy Officer
 Date: May 2016
 Appendices: Appendix A : Calendar of Meetings 2016 17
 Background Papers:
 Reference: Full Council/2015-16/170516/Calendar of Meetings 2016 17