

ANNUAL MEETING OF THE COUNCIL

16 MAY 2017

REPORT OF MONITORING OFFICER

CALENDAR OF MEETINGS 2017 18

1.0 PURPOSE OF REPORT

1.1 To consider a proposed Calendar of Meetings for 2017 18.

2.0 RECOMMENDATIONS

2.1 **To approve the Calendar of Meetings for 2017 18 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 2017 187 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, Leicestershire 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 The Calendar of Meetings was considered by the Governance Committee on 4 April 2017 and referred to the Full Council on 26 April 2017 for any comments. At its meeting on 26 April, it was mentioned that refreshments before Committee meetings should be reinstated and this was to be reviewed by a future meeting of the Governance Committee.

3.5 The Governance Committee and Full Council also considered the start time of meetings and it was agreed by Full Council that apart from the Planning Committee meetings which start at 6 p.m. and the Annual Meeting that starts at 7, all other meetings will continue to start at 6.30 p.m. All meetings are scheduled to be held at Parkside apart from during the 2 to 3 week period before an election when the Council Chamber is needed for postal votes etc. During these times alternative venues are sought and revised arrangements put in place which have a financial impact on the Corporate and Democratic budget.

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. Sub Committees and Licensing Panels are in addition to this Calendar of scheduled meetings and are arranged as required.

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 In the 2-3 week period before an election, the Council Chamber is needed for postal votes and administration arrangements. Therefore there are financial implications in providing alternative accommodation, light refreshments and audio facilities for Council and Committee meetings during these times.

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

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, Committee Chairs, all Councillors, 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 2017
 Appendices: Appendix A : Calendar of Meetings 2017 18
 Background Papers: Previous Calendars of meetings & schedule of dates including bank, school holidays etc
 Reference: Full Council/2016-17/160517/Calendar of Meetings 2017 18