

# **ANNUAL MEETING OF THE COUNCIL**

**15 MAY 2018**

## **REPORT OF THE MONITORING OFFICER**

### **CALENDAR OF MEETINGS 2018 19**

#### **1.0 PURPOSE OF REPORT**

- 1.1 To consider a proposed Calendar of Meetings for 2018 19 which takes account of the Council's new governance arrangements.

#### **2.0 RECOMMENDATIONS**

- 2.1 **To approve the Calendar of Meetings for 2018 19 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 2018 19 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 mainly five cycles of Committees within the Calendar of Meetings and each one includes the policy and regulatory Committees and ends with a Full Council Meeting. Planning Committees are separately scheduled mostly on a 3 weekly cycle. The Appeals Committee and the Recruitment Committee are convened as required and do not form part of the annual committee timetable.
- 3.4 The Calendar of Meetings was considered by the Governance Committee on 27 March 2018 and following the recent Governance Review the principle of removing the Town Area Committee meetings and aligning the previous policy committees to the three new policy committees was approved at the Extraordinary Meeting of the Council held on 8 May 2018.
- 3.5 Apart from the Planning Committee meetings which start at 6 p.m. and the Annual Meeting that starts at 7, all other meetings are scheduled to start at 6.30 p.m. All meetings are 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 will may 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.

Also occasionally scheduled committees listed in the Calendar of Meetings are cancelled due to there being no business for Members' consideration within the remit of a particular committee.

#### **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

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

**IMPACT**

<b>Risk No</b>	<b>Risk Description</b>
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.

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Contact Officer:	Senior Democracy Officer
Date:	May 2018
Appendices:	Appendix A : Calendar of Meetings 2018 19
Background Papers:	Previous Calendars of meetings & schedule of dates including bank, school holidays etc
Reference:	Full Council/2018-19/150518/Calendar of Meetings 2018 19