



Melton
Borough
Council

Annual Meeting of the Council

16 May 2019

Report of:

DIRECTOR FOR LAW AND
GOVERNANCE AND
MONITORING OFFICER

CALENDAR OF MEETINGS 2019 20

1.0 Summary:

- 1.1 To consider a proposed Calendar of Meetings for 2019 20 which takes account of the Council's new governance arrangements.

2.0 Recommendations

- 2.1 To approve the Calendar of Meetings for 2019 20 as set out at Appendix A.

3.0 Report Detail

- 3.1 The Annual Calendar of Meetings is designed each year to ensure the statutory requirements of the Council's decision-making are followed.
- 3.2 A proposed Calendar of Meetings for 2019 20 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 Council meetings of the Leicestershire County Council.
- 3.3 Under the new governance arrangements the main changes for the coming year's calendar of meetings relate to 10 meetings of the Cabinet instead of the 5 cycles of the 3 policy committees and monthly Planning Committee meetings instead of the previous 3 weekly cycle. The other committees, including the new Scrutiny Committee, will run on a 5 cycles per year basis as previously. The Employment Committee is not included in the schedule as this committee will be convened as required.
- 3.4 It is proposed that Planning Committee meetings will start at 6.00 p.m. and all other Committee and Council Meetings will start at 6.30 p.m. as is currently the case. Cabinet meetings are scheduled for 4 p.m. and the Leader will have discretion to amend the time according to Member availability. All meetings will be held at Parkside apart from during the period leading up to an election when the Council Chamber is engaged for that purpose.
- 3.5 In addition to the schedule proposed, Extraordinary Council and Ad hoc Cabinet and Committee meetings are convened for business that cannot wait until the next meeting or where an item of business is of a high level of significance to need a

meeting dedicated to that purpose. Sub Committees are also convened as required.

- 3.6 Occasionally scheduled meetings listed in the Calendar of Meetings are cancelled due to there being no business for Members' consideration within the remit of a particular decision-making body.

4.0 Consultation and Feedback

- 4.1 There has been consultation with the Leader, all Councillors, Governance Committee as well as the Senior Leadership Team to ensure the legislative framework of financial and planning schedules are met.

5.0 Next Steps

- 5.1 To publish the Calendar of Meetings 2019 20.

6.0 Financial Implications

- 6.1 In the 2-3 week period before an election, the Council Chamber is needed for election preparations. Therefore there are financial implications in providing alternative accommodation and audio facilities for Council and other meetings during these times.

7.0 Legal and Governance Implications:

- 7.1 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.
- 7.2 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.
- 7.3 As required by Schedule 12 of the Local Government Act 1972, a notice is published on the notice board at the Council Offices informing the public of the meetings of the Council and its Committees. If changes are made to the public notice by the Proper Officer, the notice will be updated and information fully publicised on the Council's website.

8.0 Equality and Safeguarding Implications:

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

9.0 Community Safety Implications:

- 9.1 There are no specific community safety implications in this report.

10.0 Other Implications

- 10.1 Not applicable

11.0 Risk & Mitigation:

11.1 The risks relate to non-compliance in meeting statutory deadlines of giving notice of making decisions on budget, policy and planning decisions could mean the Council is acting unlawfully.

11.2 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.

Background Papers:

Previous Council calendars of meetings and other schedules of dates including Leicestershire County Council meetings, bank and school holidays etc.

Appendices

Appendix A – Proposed Calendar of Meetings 2019 20

Report Timeline:

Equalities Check & Challenge	Not applicable
Governance Cttee Sign off	26 March 2019
Previously Considered by Cabinet	Not applicable
Director Approval	3 May 2019
Chief Finance Officer Sign Off	8 May 2019
Monitoring Officer Sign Off	13 May 2019

Exempt Reports

Not applicable

Report Author and Job Title

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