

Report of:	Managing Director
Contact Officer:	Steve Partridge
Telephone No:	01543 464588
Portfolio Leader:	Leader of the Council
Key Decision:	No
Report Track:	Council: 13/01/16

COUNCIL
13 JANUARY 2016
CALENDAR OF MEETINGS 2016-17

1 Purpose of Report

- 1.1 To consider and adopt the Calendar of Meetings for the 2016-17 Municipal year.

2 Recommendations

- 2.1 That the Calendar of Meetings 2016-17, included as Appendix 1 to the report, be approved.
- 2.2 That the Managing Director, in consultation with the Chairman of the Council, the relevant Chairmen of Committees and / or Leader of the Council, as appropriate, be authorised to amend the Calendar of Meetings, through convening additional meetings, or the postponement or cancellation of meetings, if required.

3 Key Issues and Reasons for Recommendation

- 3.1 The proposed Calendar of Meetings for the 2016-17 Municipal Year is attached as Appendix 1.
- 3.2 The Council is required by statute to determine the date and time of any meetings of its Committees, Sub-Committees and Panels. For practical purposes, this is done prior to the start of the Municipal Year in the form of a Calendar of Meetings. Updates are also provided throughout the year in the form of a Cycle of Meetings notice published on the Council's website.
- 3.3 It may be necessary to convene additional meetings as well as postpone or cancel meetings as required. Accordingly, it is proposed that rather than bringing any proposed changes back to Council for approval, the usual delegation is granted to the Managing Director to consult with the relevant

Chairman or Leader in such circumstances, having regard to any justifiable reasons that may exist.

4 Relationship to Corporate Priorities

- 4.1 Each year, the Council agrees its Calendar of Meetings for the forthcoming municipal year, thereby underpinning the administration of the Council's functions and supporting all of its Corporate Priorities.

5 Report Detail

- 5.1 Meetings of the Council will be called in accordance with the Council's Constitution and have been scheduled throughout the year. The purpose of certain Council Meetings is detailed within the Calendar.
- 5.2 Full Council has been scheduled to meet every 6-8 weeks. Annual Council will take place on 25 May, 2016, and the budget/precept setting meetings are planned for 8 and 22 February, 2017.
- 5.3 Cabinet meetings have been arranged to take place generally once every 4-5 weeks. Ten formal Cabinet meetings have been scheduled throughout the year, including a provisional meeting falling between the two 'budget setting' Council meetings in February. This meeting will only be required in the event that balanced alternative budget proposals are referred back from Council for consideration by Cabinet.
- 5.4 The Audit and Governance Committee has been scheduled to meet 4 times in order to deal with specific matters at certain times of the year.
- 5.5 The Scrutiny Committees have been scheduled to meet on a quarterly basis (other than the Health Scrutiny Committee which has been scheduled to meet 6 times) in order to allow timely consideration of the quarterly performance reports.
- 5.6 The Planning Control Committee has been scheduled to meet generally every 3 weeks in order to determine planning applications within the required deadlines.
- 5.7 The Standards Committee has been scheduled to meet 4 times, although it should be noted the Committee has not met since June 2013, due to having no business to consider.
- 5.8 The Trades Unions Consultative Forum has been scheduled to meet 3 times per year.
- 5.9 Joint Cabinet/DMT and Shadow Cabinet have been scheduled to correspond with planned meetings of the Cabinet.
- 5.10 As with previous years, recesses of meetings have been scheduled during certain periods of the municipal year to coincide with popular holiday periods.

However, it has been necessary to schedule some meetings during these periods, such as the Planning Control Committee, which meets in order to determine planning applications in accordance with its general three week cycle. It may also be necessary to convene meetings of the Licensing and Public Protection Committee, Licensing Sub Committee and Appeals and Complaints Panel during these periods to consider relevant matters.

- 5.11 All scheduled meetings will start at 4pm, other than meetings of the Planning Control Committee and Trade Unions Consultative Forum which will start at 3pm and 2pm respectively.
- 5.12 Account has also been taken of the planned dates for next year's Datteln Kanalfestival (19 to 21 August) so that no meetings clash with when Members' are likely to be travelling and in attendance at the festival.

6 Implications

6.1 Financial

There are no direct financial implications arising from this report. Any costs incurred in holding the meetings will fall to be met from the existing budgets within the Members' Notional SAC 2016-17.

6.2 Legal

Under Schedule 12 of the Local Government Act, 1972, the Council is required to determine the date and time of any meetings of its Committees, Sub-Committees and panels. In accordance with the Local Government Act, 2000 and subsidiary legislation, the date and time of Cabinet meetings shall be determined by the Leader of the Council.

6.3 Human Resources

Meetings within the Calendar will be 'serviced' by Democratic Services and supported by other Officers from within the Council. Any increase in the number of meetings or a reduction in staffing levels would impact on the Council's ability to support any additional meetings.

6.4 Section 17 (Crime Prevention)

None.

6.5 Human Rights Act

None.

6.6 Data Protection

None.

6.7 Risk Management

None.

6.8 Equality & Diversity

None.

6.9 Best Value

None.

7 Appendices to the Report

Appendix 1

Calendar of Meetings 2016-17

Previous Consideration

N/A

Background Papers

None

CALENDAR OF MEETINGS 2016-17

MAY 2016				
Monday	Tuesday	Wednesday	Thursday	Friday
2 Bank Holiday	3	4 Planning Control Committee	5 PCC and District elections	6
9	10	11	12	13
16	17	18 Planning Control Committee	19	20
23	24	25 Annual Council	26	27
30 Schools half term recess Bank Holiday	31 Schools half term recess			

JUNE 2016				
Monday	Tuesday	Wednesday	Thursday	Friday
		1 Schools half term recess	2 Schools half term recess	3 Schools half term recess
6	7	8 Planning Control Committee	9 Cabinet/DMT	10
13	14	15	16	17
20 Shadow Cabinet	21 Audit & Governance Committee	22	23 Cabinet	24
27	28	29 Planning Control Committee	30	

JULY 2016				
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
				1
4 Standards Committee	5 Trade Union Consultative Forum	6 Council	7 Cabinet/DMT	8
11 Housing Scrutiny Committee	12	13 Better Jobs & Skills Scrutiny Committee	14	15
18 Shadow Cabinet	19 Environment Scrutiny Committee	20 Planning Control Committee	21 Cabinet	22
25 Schools summer recess (starts) Community Safety Scrutiny Committee	26 Health Scrutiny Committee	27 Customers & Corporate Scrutiny Committee	28	29

AUGUST 2016				
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
1	2	3	4	5
8	9	10 Planning Control Committee	11 Cabinet/DMT	12
15	16	17 (Datteln Festival – 19-21)	18 (Datten Festival – 19-21)	19 (Datteln Festival – 19-21)
22 Shadow Cabinet (Datteln Festival – 19-21)	23	24 Council	25 Cabinet	26
29 Bank Holiday	30	31 Planning Control Committee		

SEPTEMBER 2016				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 School summer recess (ends)
5 Community Safety Scrutiny Committee	6 Health Scrutiny Committee	7 Better Jobs & Skills Scrutiny Committee	8 Cabinet/DMT	9
12	13 Customers & Corporate Scrutiny Committee	14 Housing Scrutiny Committee	15 Environment Scrutiny Committee	16
19 Shadow Cabinet	20	21 Planning Control Committee	22 Cabinet	23
26 Trade Union Consultative Forum	27 Audit & Governance Committee	28	29	30

OCTOBER 2016				
Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5 Council	6 Cabinet/DMT	7
10 Standards Committee	11	12 Planning Control Committee	13	14
17 Shadow Cabinet	18 Health Scrutiny Committee	19	20 Cabinet	21
24 Schools half term recess	25 Schools half term recess	26 Schools half term recess	27 Schools half term recess	Schools half term recess
31				

NOVEMBER 2016				
Monday	Tuesday	Wednesday	Thursday	Friday
	1	2 Planning Control Committee	3 Cabinet/DMT	4
7	8	9	10	11
14 Shadow Cabinet	15	16 Council	17 Cabinet	18
21	22	23 Planning Control Committee	24	25
28	29 Audit & Governance Committee	30 Housing Scrutiny Committee		

DECEMBER 2016				
Monday	Tuesday	Wednesday	Thursday	Friday
			1 Cabinet/DMT	2
5 Customers & Corporate Scrutiny Committee	6 Environment Scrutiny Committee	7 Health Scrutiny Committee	8 Better Jobs & Skills Scrutiny Committee	9
12 Shadow Cabinet	13 Community Safety Scrutiny Committee	14 Planning Control Committee	15 Cabinet	16
19 Christmas recess	20 Christmas recess	21 Christmas recess	22 Christmas recess	23 Christmas recess
26 Christmas recess Bank Holiday	27 Christmas recess Bank Holiday	28 Christmas recess	29 Christmas recess	30 Christmas recess

JANUARY 2017				
Monday	Tuesday	Wednesday	Thursday	Friday
2 Christmas recess Bank Holiday	3	4 Planning Control Committee	5	6
9	10	11 Council	12 Cabinet/DMT	13
16 Standards Committee	17	18	19	20
23 Shadow Cabinet	24	25 Planning Control Committee	26 Cabinet	27
30	31			

FEBRUARY 2017				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8 Council (Budgets)	9	10
13	14 Health Scrutiny Committee	15 Planning Control Committee Cabinet (only if budget matters referred from 08/02/17 Council)	16	17
20 Schools half term recess	21 Schools half term recess	22 Schools half term recess Council (Precepts etc.)	23 Schools half term recess	24 Schools half term recess
27	28			

MARCH 2017				
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
		1	2 Cabinet/DMT	3
6	7 Trade Union Consultative Forum	8 Planning Control Committee	9	10
13 Shadow Cabinet	14	15	16 Cabinet	17
20 Standards Committee	21 Audit & Governance Committee	22	23	24
27 Customers & Corporate Scrutiny Committee	28 Housing Scrutiny Committee	29 Planning Control Committee	30 Cabinet/DMT	31

APRIL 2017				
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
3 Health Scrutiny Committee	4 Environment Scrutiny Committee	5 Council	6 Community Safety Scrutiny Committee	7
10 Schools Easter recess Shadow Cabinet	11 Schools Easter recess	12 Schools Easter recess Better Jobs & Skills Scrutiny Committee	13 Schools Easter recess Cabinet	14 Schools Easter recess Bank Holiday
17 Schools Easter recess Bank Holiday	18 Schools Easter recess	19 Schools Easter recess Planning Control Committee	20 Schools Easter recess	21 Schools Easter recess
24	25	26	27	28

MAY 2017				
Monday	Tuesday	Wednesday	Thursday	Friday
1 Bank Holiday	2	3	4 SCC elections	5
8	9	10 Planning Control Committee	11	12
15	16	17	18	19
22	23	24 Annual Council	25	26
29 Schools half term recess Bank Holiday	30 Schools half term recess	31 Schools half term recess Planning Control Committee		