

Report of:	Managing Director
Contact Officer:	Steve Partridge
Telephone No:	01543 464588
Portfolio Leader:	Leader of the Council
Key Decision:	No
Report Track:	Council: 22/02/17

COUNCIL
22 FEBRUARY, 2017
CALENDAR OF MEETINGS 2017-18

1 Purpose of Report

- 1.1 To consider and adopt the Calendar of Meetings for the 2017-18 Municipal year.

2 Recommendations

That:

- 2.1 The Calendar of Meetings 2017-18, included as Appendix 1 to the report, be approved.
- 2.2 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 2017-18 Municipal year is attached as Appendix 1 to the report.
- 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 normally carried out at the first meeting in the new calendar year in the form of a report to Council. Updates are also provided throughout the year in the form of a Cycle of Meetings notice published on the Council's website. In this instance, consideration of the Calendar of Meetings report has been deferred until after the First Budget Council meeting in order to include changes arising from the 2017-18 budget setting process. The Calendar of Meetings 2017-18 incorporates a reduced number of Scrutiny Committees, meeting three times per year.

- 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 24 May, 2017, and the budget/precept setting meetings are planned for 7 and 21 February, 2018.
- 5.3 Cabinet meetings have been arranged to take place generally once every 4-6 weeks. Eleven formal Cabinet meetings have been scheduled throughout the year, including a provisional meeting falling between the two 'budget setting' Council meetings in February, 2018. This provisional meeting will only be required in the event that balanced alternative budget proposals are referred back from Council for consideration by Cabinet.
- 5.4 As part of the 2017-18 budget process it has been agreed to reduce the number of Scrutiny Committees. The Calendar attached at Appendix 1 reflects the proposed changes that the number of Scrutiny Committees be reduced from six to four and the frequency be reduced from quarterly to three times per year.
- 5.5 The Planning Control Committee has been scheduled to meet generally every 3 weeks in order to determine planning applications within the required deadlines.
- 5.6 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.
- 5.7 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. The status of the Forum is however being reviewed by the Constitution Working Group, which may remove the requirement to schedule meetings in the Calendar, with the Forum instead being held on an 'as required' basis.

- 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. It has however been necessary to schedule some meetings during these periods in order that the business of those meetings can still be carried out as required (e.g. the Planning Control Committee). 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 (18 to 20 August, 2017) 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 2017-18.

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 2017-18

Previous Consideration

N/A

Background Papers

None

CALENDAR OF MEETINGS 2017-18

MAY 2017				
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
1 Bank Holiday	2	3	4	5
8	9	10	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		

JUNE 2017				
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
			1 Schools half term recess Cabinet/DMT	2 Schools half term recess
5	6	7	8	9
12 Shadow Cabinet	13	14	15 Cabinet	16
19	20	21 Planning Control Committee	22	23
26	27 Audit & Governance Committee	28	29 Customers & Corporate Scrutiny Committee	30

JULY 2017				
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
3 Standards Committee	4 Economic Development and Town Centres Scrutiny Committee	5 Council	6 Cabinet/DMT	7
10 Health, Culture & Environment Scrutiny Committee	11	12 Planning Control Committee	13	14
17 Shadow Cabinet	18 Trade Union Consultative Forum	19 Housing and Crime & Partnerships Scrutiny Committee	20 Cabinet	21
24	25	26 Schools summer recess	27 Schools summer recess	28 Schools summer recess
31				

AUGUST 2017				
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
	1 Schools summer recess	2 Schools summer recess Planning Control Committee	3 Schools summer recess	4 Schools summer recess
7 Schools summer recess	8 Schools summer recess	9 Schools summer recess	10 Schools summer recess Cabinet/DMT	11 Schools summer recess
14 Schools summer recess	15 Schools summer recess	16 Schools summer recess (Datteln Festival 18-20)	17 Schools summer recess (Datteln Festival 18-20)	18 Schools summer recess (Datteln Festival 18-20)
21 Schools summer recess (Datteln Festival 18-20) Shadow Cabinet	22 Schools summer recess	23 Schools summer recess Planning Control Committee	24 Schools summer recess Cabinet	25 Schools summer recess
28 Schools summer recess Bank Holiday	29 Schools summer recess	30 Schools summer recess Council	31 Schools summer recess	

SEPTEMBER 2017				
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
				1 Schools summer recess
4 School summer recess	5	6	7 Cabinet/DMT	8
11	12	13 Planning Control Committee	14	15
18 Shadow Cabinet	19 Audit & Governance Committee	20	21 Cabinet	22
25	26	27	28	29

OCTOBER 2017				
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
2	3	4 Planning Control Committee	5 Cabinet/DMT	6
9 Standards Committee	10	11	12	13
16 Shadow Cabinet	17	18 Council	19 Cabinet	20
23 Schools half term recess	24 Schools half term recess	25 Schools half term recess Planning Control Committee	26 Schools half term recess	27 Schools half term recess
30	31			

NOVEMBER 2017				
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
		1	2 Cabinet/DMT	3
6 Health, Culture & Environment Scrutiny Committee	7	8 Trade Union Consultative Forum	9	10
13 Shadow Cabinet	14 Customers & Corporate Scrutiny Committee	15 Planning Control Committee	16 Cabinet	17
20	21	22 Economic Development and Town Centres Scrutiny Committee	23 Housing and Crime & Partnerships Scrutiny Committee	24
27	28	29 Council	30 Cabinet/DMT	

DECEMBER 2017				
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
				1
4	5 Audit & Governance Committee	6 Planning Control Committee	7	8
11 Shadow Cabinet	12	13	14 Cabinet	15
18	19	20 Schools Christmas recess	21 Schools Christmas recess	22 Schools Christmas recess
25 Schools Christmas recess Bank Holiday	26 Schools Christmas recess Bank Holiday	27 Schools Christmas recess	28 Schools Christmas recess	29 Schools Christmas recess

JANUARY 2018				
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
1 Schools Christmas recess Bank Holiday	2 Schools Christmas recess	3 Planning Control Committee	4	5
8	9	10	11 Cabinet/DMT	12
15 Standards Committee	16	17 Council	18	19
22 Shadow Cabinet	23	24 Planning Control Committee	25 Cabinet	26
29	30	31		

FEBRUARY 2018				
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
			1	2
5	6	7 Council (Budgets)	8	9
12	13	14 Planning Control Committee Cabinet (only if budget matters referred from 14/02/18 Council)	15	16
19 Schools half term recess	20 Schools half term recess	21 Schools half term recess Council (Precepts etc.)	22 Schools half term recess Cabinet/DMT	23 Schools half term recess
26	27	28		

MARCH 2018				
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
			1	2
5 Shadow Cabinet	6 Trade Union Consultative Forum	7 Planning Control Committee	8 Cabinet	9
12 Customers & Corporate Scrutiny Committee	13	14	15	16
19 Standards Committee	20 Economic Development and Town Centres Scrutiny Committee	21	22 Housing and Crime & Partnerships Scrutiny Committee	23
26 Health, Culture & Environment Scrutiny Committee	27 Audit & Governance Committee	28 Planning Control Committee	29	30 Schools Easter recess Bank Holiday

APRIL 2018				
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
2 Schools Easter recess Bank Holiday	3 Schools Easter recess	4 Schools Easter recess	5 Schools Easter recess Cabinet/DMT	6 Schools Easter recess
9 Schools Easter recess	10 Schools Easter recess	11 Schools Easter recess Council	12	13
16 Shadow Cabinet	17	18 Planning Control Committee	19 Cabinet	20
23	24	25	26	27
30				

MAY 2018				
Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3 District elections	4
7 Bank Holiday	8	9 Planning Control Committee	10	11
14	15	16	17	18
21	22	23 Annual Council	24	25
28 Schools half term recess Bank Holiday	29 Schools half term recess	30 Schools half term recess Planning Control Committee	31 Schools half term recess	