

Agenda Item 13

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Date	27 th November 2018
Ward (s) affected	N/A
Key Decision	No

Subject	Council Meeting Calendar 2019 - 2020
Recommendation	The Cabinet is asked to approve the council meeting schedule for 2019/20.
Corporate Priorities	The schedule of meetings is planned to enable the Council and its various decision-making bodies to meet the Corporate Strategy and its priorities.
The Cabinet has the authority to determine the Recommendation	

1.0 Introduction

- 1.1 The Council's meeting schedule runs from after the annual meeting in May each year.
- 1.2 Attached at Appendix 1 is the proposed schedule of meetings for 2019/20. The schedule where possible mirrors the 2018/2019 version, taking account of school holidays and includes six cycles of the Cabinet for the year with corresponding Scrutiny Committee meetings. The Chairman of the Scrutiny Committee has also inserted three additional meetings of that Committee for the purposes of external scrutiny.
- 1.3 Meetings of the Audit, Development Control, Licensing and Standards Committees follow their usual frequency, with the exception being the Audit Committee meeting in May and July rather than June and September to align with the new timetable for approving the Statement of Accounts.
- 1.4 In light of the Local Plan process that will occur next year, it is necessary to include two extraordinary meetings – one for the Cabinet and one for the Council. These will be single issue meetings to specifically consider the draft Local Plan prior to consultation. Consequently there will be an Extraordinary Cabinet meeting on 4 June 2019, followed by extraordinary Council meeting on 18 June 2019.
- 1.5 Meetings of the Working Groups of the Cabinet and the Standing Budget Scrutiny Panel have been scheduled.
- 1.6 A number of dates for seminars have also been reserved as required.

Financial Implications

None from approving this schedule

Legal Implications

The Council is legally required to make decisions as set out in its Constitution and the meeting schedule is set out to achieve this.

2.0 Options

Option One: The Cabinet can approve the meeting schedule for 2019/20 as set out in Appendix 1

Option Two: The Cabinet could ask that the meeting schedule be given further consideration by officers and a revised schedule be submitted to the next meeting of the Cabinet.

3.0 Corporate Implications

Monitoring Officer commentary

The Monitoring Officer has confirmed that all relevant legal implications have been taken into account

S151 Officer commentary

The S151 Officer has confirmed that there are no financial implications arising from the approval of the meeting schedule.

Risk Implications

Failure to agree a schedule of meetings for the Council year ahead will impact on agenda planning and decision making for all of the Council's committees.

Equalities Implications

The impact on officers attending evening meetings is addressed by relevant Executive Heads of Service.

Employment Issues

The impact on officers attending evening meetings is addressed by relevant Executive Heads of Service.

Sustainability Issues

None for the purposes of this report.

Consultation

None for the purposes of this report.

Communications

None for the purposes of this report.

Background Papers

None for the purposes of this report.

DRAFT MEETING SCHEDULE FOR 2019/2020

	May	June	July	August	September	October	November	December	January	February	March	April	May
Monday			1										
Tuesday			2				1						
Wednesday	1	DC		3	DC			2	DC			1	DC
Thursday	2	Elections		4		1		3				2	
Friday	3			5		2		4		1		3	1
Saturday	4		1	6		3		5		2		4	2
Sunday	5		2	7		4		6		3		5	3
Monday	6	B/H	3	8		5		7		4		6	B/H
Tuesday	7		4	E.Cabinet	9	Council	6	3		8	Council	7	5
Wednesday	8		5	DC	10	PPWG	7	DC	4	DC	9	DC	6
Thursday	9		6	WWG	11		8		5	10	Licensing	7	7
Friday	10		7		12		9		6	11		8	8
Saturday	11		8		13		10		7	12		9	9
Sunday	12		9		14		11		8	13		10	10
Monday	13		10		15		12		9	14		11	11
Tuesday	14	Induction	11	Scrutiny	16	Seminar	13		10	15	Scrutiny	12	12
Wednesday	15		12	PPWG	17		14		11	16	PPWG	13	13
Thursday	16		13		18		15		12	17	Standards	14	14
Friday	17		14		19		16		13	18		15	15
Saturday	18		15		20		17		14	19		16	16
Sunday	19		16		21		18		15	20		17	17
Monday	20		17		22		19		16	21		18	18
Tuesday	21	Annual Council	18	E.Council	23		20		17	22	Cabinet	19	19
Wednesday	22		19	Seminar	24		21		18	23	SEWG	20	20
Thursday	23		20		25	Audit	22		19	24	Seminar	21	21
Friday	24		21		26		23		20	25		22	22
Saturday	25		22		27		24		21	26		23	23
Sunday	26		23		28		25		22	27		24	24
Monday	27	B/H	24		29		26		23	28		25	B/H
Tuesday	28		25	Cabinet	30		27		24	29		26	26
Wednesday	29		26		31		28		25	30		27	27
Thursday	30	Audit	27				29		26	31		28	28
Friday	31		28				30		27			29	29
Saturday			29				31		28			30	30
Sunday			30						29			31	31
Monday									30				
Tuesday									31				
Wednesday													

Committees
Audit Committee
Council
Development Control Committee
Cabinet
Licensing Committee
Scrutiny Committee
Standards Committee

Cabinet Working Groups
Wellbeing Working Group (WWG)
Sustainable Economy Working Group (SEWG)
Planning Policy Working Group (PPWG)
Thomas Flack Working Group (TFWG)

Scrutiny Panels
Standing Budget Panel (SBP)
Dates reserved for Seminars
Half Term Dates

