

REPORT TO THE MEETING OF THE EXECUTIVE 4 MARCH 2015

PORTFOLIO: LEADER

REPORT FROM HEAD OF LEGAL, ESTATES AND MEMBER SERVICES

SUBJECT: TIMETABLE OF MEETINGS 2015/16

1 DECISION BEING RECOMMENDED

- 1.1 That the timetable of meetings for the 2015/16 Municipal Year, as set out in the appendix to this report, be approved.

2 REASON/S FOR RECOMMENDATION

- 2.1 A formalised meetings timetable facilitates the management of Council business. Administrative arrangements should be in place in advance of the new Municipal Year.

3 DISCUSSION

- 3.1 The Council's Constitution sets out some requirements in relation to meetings, specifically:-

- All ordinary meetings of Full Council take place in accordance with a programme decided at the Council's Annual Meeting.
- There should be at least ten ordinary meetings of the Review Committee in each year.
- There should be at least four meetings of the Executive in each year.

- 3.2 The dates scheduled for Full Council meetings will need to be included on the Annual Council meeting agenda for endorsement. Executive meetings scheduled in the appended timetable reflect the usual throughput of business, including the performance reporting timetable.

- 3.3 The timetable covers Council, the Executive and the regulatory/probity Committees. It replicates, where possible, the usual practice of scheduling Review Committee meetings on Tuesday evenings, Development on Thursday evenings and Executive meetings on Wednesday evenings.

- 3.4 In accordance with usual practice, the timetable includes training dates that have been agreed in advance. These cover a facility for part 1 (refresher/mandatory) and part 2 (competency/mandatory) training.

- 3.5 Two budget Away days have been scheduled – 3 October 2015 and 23 January 2016. The timetable includes provision for the Chief Executive's appraisal and continues to avoid Monday evenings when most of the

Town/Parish Council main meetings are held. The Council budget setting meeting has been scheduled for 9 February 2016 to allow a margin for any late budgetary announcements from Central Government. Similarly, no Council Tax setting meeting has been scheduled as precept announcements from other Authorities have been late in recent years. Council Tax setting will take place at the Council meeting scheduled for 23 February 2016.

- 3.6 The timetable allows flexibility for both the cancellation of pre-arranged meetings and the scheduling of additional meetings if necessary.

4 LEGAL IMPLICATIONS

- 4.1 Requirements within the Council's Constitution are identified at paragraph 3.1 above. The Council's Annual Meeting has to be held within 21 days of Councillors' retirement following elections.

I confirm that the above recommendation does not depart from Council policy and that appropriate consideration has been given to any budgetary and legal implications.

SMT Lead Officer Signature: 

Head of Legal, Estates and Member Services

Background Papers:-

None.

For further information please contact Sonia Worthington (Committee Administrator) on:-

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If you would like this report in large print, Braille or another language please contact 01702 318111.

MEETINGS TIMETABLE 2015/16

2015									2016				
	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Mon													
Tue					1			1 Review		1	1 Review		
Wed			1		2			2 Executive		2 Review	2 Executive		
Thurs			2		3	1 Standards		3		3 Executive	3		
Fri	1		3		4	2		4	1 New Years Day	5	4	1	
Sat	2		4	1	5	3 Budget Away Day		5	2	6	5	2	
Sun	3		5	2	6	4	1	6	3	7	6	3	1
Mon	4 Bank Holiday	1	6	3	7	5	2	7	4	8	7	4	2 Bank Holiday
Tue	5	2	7 Review	4	8 Review	6 Review	3 Review	8 Audit	5 Review	9 * Reserved for Budget	8 Audit	5	3
Wed	6	3 Review Committee Training	8	5	9 Executive	7 Executive	4 Executive	9	6 Executive	10	9	6 Executive	4
Thurs	7 District Elections	4	9 Training	6	10 Mandatory planning training	8 Training	5 Training	10	7	11 Mandatory planning training	10	7	5 District Elections
Fri	8	5	10	7	11	9	6	11	8	12	11	8	6
Sat	9	6	11	8	12	10	7	12	9	13	12	9	7
Sun	10	7	12	9	13	11	8	13	10	14	13	10	8
Mon	11	8	13	10	14	12	9	14	11	15	14	11	9
Tue	12	9 Review	14	11	15 Audit	13	10	15 Council	12	16	15	12 Review	10
Wed	13	10 Executive	15 Executive	12	16	14	11 Mandatory Planning Training	16	13	17	16	13 CE Appraisal	11
Thurs	14 Mandatory Planning Training	11 Mandatory Licensing training	16 Training	13	17 Development	15 Training	12	17 Development	14	18	17 Development	14 Standards	12
Fri	15	12	17	14	18	16	13	18	15	19	18	15	13
Sat	16	13	18	15	19	17	14	19	16	20	19	16	14
Sun	17	14	19	16	20	18	15	20	17	21	20	17	15
Mon	18	15	20	17	21	19	16	21	18	22	21	18	16
Tue	19 Annual Council	16 Training	21 Training	18	22	20 Council	17 Training	22	19	23 Council	22	19 Council	17 Annual Council
Wed	20	17 Audit	22	19	23	21 CE Appraisal	18	23	20	24	23	20	18
Thurs	21 Development	18 Mandatory Appeals Training	23 Development	20 Development	24	22 Development	19 Development	24	21 Development	25 Development	24	21 Development	19
Fri	22	19	24	21	25	23	20	25 Christmas Day	22	26	25 Good Friday	22	20
Sat	23	20	25	22	26	24	21	26 Boxing Day	23 Budget Away Day	27	26	23	21
Sun	24	21	26	23	27	25	22	27	24	28	27 Easter Day	24	22
Mon	25 Bank Holiday	22	27	24	28	26	23	28 Bank Holiday	25	29	28 Easter Monday	25	23
Tue	26	23 Standards	28 Council	25	29	27	24	29	26		29	26	24
Wed	27	24 Training	29	26	30	28	25	30	27		30	27	25
Thurs	28	25 Development	30	27		29	26	31	28		31	28	26
Fri	29	26	31	28		30	27		29			29	27
Sat	30	27		29		31	28		30			30	28
Sun	31	28		30			29		31				29
Mon		29		31 Bank Holiday			30						30 Bank Holiday
Tue		30											31