

REPORT TO THE MEETING OF THE EXECUTIVE 1 MARCH 2017

PORTFOLIO: LEADER

REPORT FROM ASSISTANT DIRECTOR, DEMOCRATIC SERVICES

SUBJECT: TIMETABLE OF MEETINGS 2017/18

1 DECISION BEING RECOMMENDED

- 1.1 That the timetable of meetings for the 2017/18 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 Committees. It replicates, where possible, the usual practice of scheduling Council and Review Committee meetings on Tuesday evenings and Executive meetings on Wednesday evenings. Meetings have also been scheduled of the Investment Board, at two-monthly intervals.
- 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 – 7 October 2017 and 20 January 2018. The timetable 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 13 February 2018 to allow a margin for any late budgetary announcements from Central Government. Council Tax setting will take place at the Council meeting scheduled for 20 February 2018.

- 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: 

Assistant Director, Democratic Services

Background Papers:-

None.

For further information please contact Sonia Worthington (Democratic Services Officer) on:-

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

MEETINGS TIMETABLE 2017/18

2017									2018				
	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Mon	1 Bank Holiday								1 New Year's Day				
Tue	2			1					2				1
Wed	3			2			1 Executive		3				2
Thurs	4 County Elections	1 Review Committee Training		3			2		4	1	1		3 District Elections
Fri	5	2		4	1		3	1	5	2	2		4
Sat	6	3	1	5	2		4	2	6	3	3		5
Sun	7	4	2	6	3	1	5	3	7	4	4	1 Easter Day	6
Mon	8	5	3	7	4	2	6	4	8	5	5	2 Easter Monday	7 Bank Holiday
Tue	9	6 Training	4 Review	8	5 Review	3 Review	7 Review	5 Review	9 Review	6 Review	6	3	8
Wed	10	7 Executive	5 Investment Board	9	6 Executive	4 Executive	8	6 Executive	10	7 Executive	7 Executive	4	9
Thurs	11	8	6 Training	10	7 Mandatory planning training	5 Training	9 Training	7	11	8	8	5	10
Fri	12	9	7	11	8	6	10	8	12	9	9	6	11
Sat	13	10	8	12	9	7 Budget Away Day	11	9	13	10	10	7	12
Sun	14	11	9	13	10	8	12	10	14	11	11	8	13
Mon	15	12	10	14	11	9	13	11	15	12	12	9	14
Tue	16 Annual Council	13 Review	11	15	12	10	14 Mandatory Planning Training	12 Council	16 Audit	13 * Reserved for Budget	13 Review	10 Review	15 Annual Council
Wed	17	14 Mandatory Licensing training	12 Executive	16	13 Investment Board	11	15 Investment Board	13	17 Investment Board	14	14 Investment Board	11 Executive	16
Thurs	18 Mandatory Planning Training	15	13 Training	17	14	12 Training	16	14 Development	18	15	15	12	17
Fri	19	16	14	18	15	13	17	15	19	16	16	13	18
Sat	20	17	15	19	16	14	18	16	20 Budget Away Day	17	17	14	19
Sun	21	18	16	20	17	15	19	17	21	18	18	15	20
Mon	22	19	17	21	18	16	20	18	22	19	19	16	21
Tue	23	20 Audit	18 Council	22	19	17 Council	21 Training	19	23	20 Council	20	17 Audit	22
Wed	24	21 Mandatory Appeals Training	19 Training	23	20	18	22	20	24	21	21	18	23
Thurs	25 Development	22	20 Development	24 Development	21 Development	19 Development	23 Development	21	25 Development	22 Development	22 Development	19 Development	24
Fri	26	23	21	25	22	20	24	22	26	23	23	20	25
Sat	27	24	22	26	23	21	25	23	27	24	24	21	26
Sun	28	25	23	27	24	22	26	24	28	25	25	22	27
Mon	29 Bank Holiday	26	24	28 Bank Holiday	25	23	27	25 Christmas Day	29	26	26	23	28 Bank Holiday
Tue	30	27 Standards	25	29	26 Audit	24	28	26 Boxing Day	30	27	27	24 Council	29
Wed	31	28 Training	26	30	27	25	29	27	31	28	28 Standards	25	30
Thurs		29 Development	27	31	28 Standards	26	30	28			29	26	31
Fri		30	28		29	27		29			30 Good Friday	27	
Sat			29		30	28		30			31	28	
Sun			30			29		31				29	
Mon			31			30						30	
Tue						31							