

Report of:	Meeting	Date	Item No.
The Leader of the Council (Cllr Gibson) and Service Director Performance and Innovation (Marianne Hesketh)	Council	20 October 2016	10

### Calendar of Meetings 2017/18

#### 1. Purpose of report

- 1.1 To enable a proposed programme of meetings for 2017/18 to be confirmed.

#### 2. Outcomes

- 2.1 Effective democratic decision making.

#### 3. Recommendation

- 3.1 That the Calendar of Meetings for 2017/18, attached as Appendix 1, be approved.

#### 4. Background

- 4.1 The proposed programme of meetings for 2017/18 follows a similar pattern to the programme for the current year.

#### 5. Key issues and proposals

- 5.1 The suggested times, frequency and dates for each type of meeting are listed in Appendix 2. Any adjustments to the usual pattern are referred to in the text. Only minor changes are proposed, where necessary to avoid public holidays or a clash of meetings.

<b>Financial and legal implications</b>	
Finance	None arising directly from this report.
Legal	The proposed schedule of meetings meets with the requirements of the law and the Council's Constitution.

**Other risks/implications: checklist**

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

<b>implications</b>	<b>✓ / x</b>
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

<b>risks/implications</b>	<b>✓ / x</b>
asset management	x
climate change	x
data protection	x

report author	telephone no.	email	date
Roy Saunders	01253 887481	roy.saunders@wyre.gov.uk	22/8/16

<b>List of background papers:</b>		
name of document	date	where available for inspection
None	-	-

**List of appendices**

Appendix 1 Proposed Calendar of Meetings for 2017/18

Appendix 2 List of proposed dates of meetings for 2017/18

## CALENDAR OF MEETINGS 2017/18

	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
MON	1 BH								1 BH				
TUE	2			1					2				1
WED	3 PLAN(MB) CAB			2 PLAN (CMT)			1PLAN (MB)		3 PLAN ( MB)				2 PLAN (CMT)
THU	4	1		3			2		4	1	1		3
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	6
MON	8 LG	5 LG	3 E&A	7	4 LG	2	6 O&S	4 LG	8 O&S	5 O&S	5 LG	2 BH	7 BH
TUE	9 CG	6 CG	4	8	5 CG	3	7	5 CG	9	6	6 CG	3	8
WED	10 (CMT)	7 PLAN (CMT)	5 PLAN(CMT)	9 (MB)	6 PLAN (MB) CAB	4 PLAN (MB)	8 CMT	6 PLAN (CMT)	10 (CMT)	7 PLAN (CMT)	7 PLAN (CMT)	4 PLAN (CMT)	9 (MB) CAB
THU	11 COU ANN	8 COU	6	10	7 COU	5	9	7 COU	11	8	8 COUxx	5	10 COU ANN
FRI	12	9	7	11	8	6	10	8	12	9	9	6	11
SAT	13	10	8	12	9	7	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 O&S	9 O&S	13 E&A	11 O&S	15 LG	12	12 O&S	9 LG	14
TUE	16	13 AUDIT	11	15	12	10	14 AUDIT	12	16 CG	13	13 AUDIT	10 CG	15
WED	17 (MB)	14 (MB) CAB	12 (MB) CAB	16 (CMT)	13 (CMT)	11 (CMT)	15 (MB)	13 (CMT)	17 (MB) CAB	14 (MB) CAB	14 (MB)	11 (MB)	16
THU	18	15 STA	13	17	14	12	16 STA	14	18 COU	15	15 STA	12 COU	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	17	17	14	19
SUN	21	18	16	20	17	15	19	17	21	18	18	15	20
MON	22 O&S	19 CDG	17 LG	21	18 CDG	16 LG	20	18 CDG	22	19	19 CDG	16 O&S	21
TUE	23	20	18 CG	22	19 AUDIT	17 CG	21	19	23	20	20	17	22
WED	24 (CMT)	21 (CMT)	19 (CMT)	23 (MB)	20 (MB)	18 (MB) CAB	22 (CMT)	20 (MB)	24 (CMT)	21 (CMT)	21 (CMT)	18 (CMT)	23
THU	25 LIC	22	20 COU	24	21	19 COU	23	21	25 LIC	22 LIC	22 LIC	19	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 BH	26 O&S	24	28 BH	25	23 E&A	27	25BH	29 E&A	26 E&A	26	23	28 BH
TUE	30	27	25 AUDIT	29	26	24	28	26 BH	30	27	27	24	29
WED	31 (MB)	28 (MB)	26 (MB)	30 (CMT)	27 (CMT)	25 (CMT)	29 (MB) CAB	27 (CMT)	31 (MB)	28 (MB)	28 (MB) CAB	25 (MB)	30
THU		29 LIC	27 LIC	31 LIC	28 LIC	26 LIC	30 LIC	28			29 LIC	26 LIC	31
FRI		30	28		29	27		29			30 BH	27	
SAT			29		30	18		30			31	18	
SUN			30			29		31				29	
MON			31 O&S			30						30	
TUE						31							

**Key** COU ANNUAL = Annual Council Meeting 7.00 pm CG = Conservative Group - 6.00 pm  
 BH = Bank Holiday LG = Labour Group - 6.00 pm

CAB = Cabinet - 6.00 pm  
 COU = Council - 7.00 pm  
 STA = Standards Committee - 6.00 pm  
 AUDIT = Audit Committee - 6.00pm  
 E&A = Employment & Appeals Committee - 6.00 pm  
 CDG - Councillor Development Group – 6.00pm

O&S = Overview and Scrutiny Committee - 6.00 pm

PLAN = Planning Committee - 2.00 pm  
 LIC = Licensing Committee - 6.00 pm

MB = Management Board  
 MT = Management Team

**DATES OF MEETINGS 2017/18**

**COUNCIL**

8 meetings (excluding Annual Meetings)

Approximately 6 weekly frequency. Same pattern as in 2017/18. Thursdays at 7.00pm

11 May 2017 (Annual meeting 2017/18)

8 June 2017

20 July 2017

7 September 2017

19 October 2017

7 December 2017

18 January 2018

8 March 2018 (Budget meeting)

12 April 2018

10 May 2018 (Annual Meeting 2018/19)

**AUDIT COMMITTEE**

5 meetings. Not evenly spaced. Scheduled to fit in with the requirements of the Audit Plan and various statutory deadlines. Similar pattern as in 2016/17, except a meeting scheduled for July 2017 instead of June because of changes to arrangements for approving the final accounts. Tuesdays, at 6 pm.

13 June 2017

25 July 2017

19 September 2017

14 November 2017

13 March 2018

**EMPLOYMENT AND APPEALS COMMITTEE**

3 meetings. Similar pattern as in 2016/17, but all meetings approximately two weeks earlier than last year to avoid clashes with other meetings. Mondays at 6 pm.

3 July 2017

23 October 2017

26 February 2018

## **OVERVIEW AND SCRUTINY COMMITTEE**

11 meetings – same number and similar pattern as in 2016/17, but a meeting in May 2017 instead of August 2017. Mondays at 6pm. Approximately, 4 weekly intervals between meetings.

22 May 2017

26 June 2017

31 July 2017

11 September 2017

9 October 2017

6 November 2017

11 December 2017

8 January 2018

5 February 2018

12 March 2018

16 April 2018

## **PLANNING COMMITTEE**

12 meetings – same number and pattern of meetings as in previous years. First Wednesday of each month, at 2 pm.

7 June 2017

5 July 2017

2 August 2017

6 September 2017

4 October 2017

1 November 2017

6 December 2017

3 January 2018

7 February 2018

7 March 2018

4 April 2018

2 May 2018

## **LICENSING COMMITTEE**

11 meetings – Generally, last Thursday of each month, at 6 pm, but no meeting in December. As in previous years, monthly meetings have been scheduled to enable statutory deadlines to be met if applications are received. It is likely that a number of these meetings will not be needed but, it is easier to schedule meetings on a monthly basis and cancel them when necessary, than to have to add extra meetings at short notice.

25 May 2017

29 June 2017

27 July 2017

31 August 2017

28 September 2017

26 October 2017

30 November 2017

25 January 2018

22 February 2018

22 March 2018 (brought forward 1 week to avoid Easter Holidays)

26 April 2018

## **STANDARDS COMMITTEE**

3 meetings scheduled - Thursdays at 6 pm.

Evenly spaced throughout the year. Similar pattern as in 2016/17. Additional meetings will be organised, if necessary, to deal with particular Code of Conduct issues.

15 June 2017

16 November 2017

15 March 2018

## **CABINET**

9 meetings. Same number and similar pattern of meetings as in 2016/17. Approximately 6 weekly, Wednesdays at 6pm. (On same day as Management Board meetings).

14 June 2017

12 July 2017

6 September 2017

18 October 2017

29 November 2017

17 January 2018

14 February 2018 (Budget meeting)

28 March 2018

9 May 2018

## **COUNCILLOR DEVELOPMENT GROUP**

4 Meetings. Similar pattern as in 2016/17. Mondays at 6.00pm.

19 June 2017

18 September 2017

18 December 2017

19 March 2018

**Conservative Group** Tuesday before each Council Meeting (including Annual Meetings)

**Labour Group** Monday before each Council Meeting (including Annual Meetings)

arm/ex/cou/cr/16/2010rs1