

Report of:	Meeting	Date
Councillor Henderson, Leader of the Council and Garry Payne, Chief Executive	Council	6 December 2018

Calendar of Meetings 2019/20

1. Purpose of report

1.1 To publish the programme of meetings involving Councillors for 2019/20.

2. Outcomes

2.1 An effective democratic decision making process.

3. Recommendation

3.1 That the Calendar of Meetings for 2019/20, attached as Appendix 1, be noted.

4. Background

4.1 Paragraph 2 of Part 4.01 of the Constitution states that:

“Ordinary meetings of the Council will take place in accordance with a programme published by the Chief Executive, following consultation with the Group leaders.”

4.1 The programme of meetings for 2019/20 follows a broadly similar pattern to the programme for the current year.

5. Key issues and proposals

5.1 The frequency, times and dates of each type of meeting are listed in Appendix 2. Any adjustments to the previous pattern are referred to in the text. The only changes of any significance are a reduction in the number of full Council meetings from nine to eight, a reduction in the number of Overview and Scrutiny Committee meetings from ten to eight and a reduction in the number of Cabinet meetings from nine to eight.

Financial and legal implications	
Finance	The reduction in the number of meetings will result in some direct savings e.g. in Members' travelling expenses. Indirect savings in officer time in preparing reports and attending meetings will also be achieved.
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.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
ICT	x

Processing Personal Data

If the decision(s) recommended in this report will result in personal data being processed, a privacy impact assessment (PIA) will have been completed and signed off by the council's Data Protection Officer before the decision is taken (as required by the General Data Protection Regulations 2018).

report author	telephone no.	email	date
Roy Saunders	01253 887481	roy.saunders@wyre.gov.uk	20/11/18

List of background papers:		
name of document	date	where available for inspection
None		

List of appendices

Appendix 1 Calendar of meetings for 2019/20

Appendix 2 List of meeting dates for 2019/20

dem/cou/cr/18/0612rs1

CALENDAR OF MEETINGS 2019/20

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

Key COU ANNUAL = Annual Council Meeting 7.00 pm

CG = Conservative Group - 6.00 pm
LG = Labour Group - 6.00 pm

CAB = Cabinet – 5.00 pm
COU = Council - 7.00 pm
STA = Standards Committee - 6.00 pm
AUD = 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

BH = Bank Holiday
* = Budget Meeting

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

Please note these dates are correct at the time of publication and may be subject to change. Please refer to the Council's website for the most up to date information.

Dems/ind/calendar of meetings 2019/20

DATES OF MEETINGS 2019/20

COUNCIL

8 meetings reduced from 9 in 2018/19. Thursdays at 7pm

16 May 2019 (Annual meeting 2019/20)

11 July 2019

3 October 2019

14 November 2019

12 December 2019

23 January 2020

5 March 2020 (Budget meeting)

23 April 2020

AUDIT COMMITTEE

6 meetings (same pattern as 2018/19). Not evenly spaced. Scheduled to fit in with the requirements of the Audit Plan and various statutory deadlines which have recently been changed.

Tuesdays at 6pm.

28 May 2019 (Briefing session at 5pm)

18 June 2019

23 July 2019

19 November 2019

10 March 2020

5 May 2020

EMPLOYMENT AND APPEALS COMMITTEE

3 meetings. Same number and similar pattern as in 2018/19. July meeting two weeks later than in 2018/19 because of clashes with Overview and Scrutiny Committee and pre-Council Labour Group.

Mondays at 6pm.

15 July 2019

28 October 2019

24 February 2020

OVERVIEW AND SCRUTINY COMMITTEE

8 meetings – Two less than in 2018/19. Approximately 7 weekly frequency.
Mondays at 6pm.

3 June 2019

22 July 2019

9 September 2019

21 October 2019

2 December 2019

27 January 2020

16 March 2020

27 April 2020

PLANNING COMMITTEE

11 meetings – Same pattern of meetings as in previous years, but no meeting in May 2019 because of Elections (as in previous election years).
First Wednesday of each month, at 2pm.

5 June 2019

3 July 2019

7 August 2019

4 September 2019

2 October 2019

6 November 2019

4 December 2019

8 January 2020

5 February 2020

4 March 2020

1 April 2020

LICENSING COMMITTEE

11 meetings – 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.

30 May 2019

27 June 2019

25 July 2019

29 August 2019

26 September 2019

31 October 2019

28 November 2019

30 January 2020

27 February 2020

26 March 2020

30 April 2020

STANDARDS COMMITTEE

3 meetings. Same number of scheduled meetings and same pattern as in 2018/19. Thursdays at 6pm.

Evenly spaced throughout the year. Additional meetings will be organised, if necessary, to deal with particular Code of Conduct issues.

20 June 2019

7 November 2019

12 March 2020

CABINET

8 meetings - 1 less than in 2018/19. Wednesdays at 5pm.

26 June 2019

4 September 2019

16 October 2019

4 December 2019

15 January 2020

12 February 2020 (Budget meeting)

25 March 2020

22 April 2020

COUNCILLOR DEVELOPMENT GROUP

4 Meetings. Similar pattern as in 2018/19. September meeting one week later because of a clash with pre-Council Labour Group meeting. Mondays at 6pm.

17 June 2019

23 September 2019

16 December 2019

9 March 2020

Conservative Group Tuesday before each Council Meeting (except Annual meetings)

Labour Group Monday before each Council Meeting (except Annual meetings)