



<b>Report of:</b>	<b>Meeting</b>	<b>Date</b>	<b>Item No.</b>
The Leader of the Council (Cllr A Vincent) and Service Director Performance and Innovation (Marianne Hesketh)	Council	19 October 2017	9

### Calendar of Meetings 2018/19

#### **1. Purpose of report**

1.1 To enable a proposed programme of meetings for 2018/19 to be confirmed.

#### **2. Outcomes**

2.1 Effective democratic decision making.

#### **3. Recommendation**

3.1 That the Calendar of Meetings for 2018/19, attached as Appendix 1, be approved.

#### **4. Background**

4.1 The proposed programme of meetings for 2018/19 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.

<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

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<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 2018/19

Appendix 2 List of proposed dates of meetings for 2018/19

## CALENDAR OF MEETINGS 2018/19

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

**Key** COU ANNUAL = Annual Council Meeting 7.00 pm      CG = Conservative Group - 6.00 pm      CAB = Cabinet - 5.30 pm      O&S = Overview and Scrutiny Committee - 6.00 pm  
 BH = Bank Holiday      LG = Labour Group - 6.00 pm      COU = Council - 7.00 pm      STA = Standards Committee - 6.00 pm      PLAN = Planning Committee - 2.00 pm  
 \*\* = Budget Meeting      E&A = Employment & Appeals Committee - 6.00 pm      AUD = Audit Committee - 6.00pm      LIC = Licensing Committee - 6.00 pm  
 CDG = Councillor Development Group – 6.00pm      MB = Management Board  
 CMT = Corporate Management Team

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.

**DATES OF MEETINGS 2018/19**

**COUNCIL**

8 meetings (excluding Annual Meetings)

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

10 May 2018 (Annual meeting 2018/19)

14 June 2018

19 July 2018

6 September 2018

18 October 2018

6 December 2018

17 January 2019

7 March 2019 (Budget meeting)

11 April 2019

16 May 2019 (Annual Meeting 2019/20) – one week later than in 2018 because of Council election on 2 May 2019.

**AUDIT COMMITTEE**

4 meetings in 2017/18. Not evenly spaced. Scheduled to fit in with the requirements of the Audit Plan and various statutory deadlines which have recently been changed. New meeting added on 8 May 2018 (in 2017/18 Council Year), but no meeting needed in September 2018. Tuesdays, at 6 pm.

8 May 2018 (new meeting added in 2017/18)

19 June 2018

24 July 2018

13 November 2018

12 March 2019

**EMPLOYMENT AND APPEALS COMMITTEE**

3 meetings. Similar pattern as in 2017/18. Mondays at 6 pm.

2 July 2018

29 October 2018

25 February 2019

## **OVERVIEW AND SCRUTINY COMMITTEE**

10 meetings –Similar pattern as in 2017/18. One less meeting than in 2017/18, with no meeting in December 2018. October and November meetings have been more evenly spaced. Mondays at 6pm.

21 May 2018

25 June 2018

30 July 2018

10 September 2018

22 October 2018

26 November 2018

7 January 2019

11 February 2019

18 March 2019

29 April 2019

## **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 2 pm.

6 June 2018

4 July 2018

1 August 2018

5 September 2018

3 October 2018

7 November 2018

5 December 2018

2 January 2019

6 February 2019

6 March 2019

3 April 2019

## **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.

31 May 2018

28 June 2018

26 July 2018

30 August 2018

27 September 2018

25 October 2018

29 November 2018

31 January 2019

28 February 2019

28 March 2019

25 April 2019

## **STANDARDS COMMITTEE**

3 meetings scheduled - Thursdays at 6 pm.

Evenly spaced throughout the year. Similar pattern as in 2017/18. Additional meetings will be organised, if necessary, to deal with particular Code of Conduct issues.

21 June 2018

15 November 2018

14 March 2019

## **CABINET**

9 meetings. Same number and similar pattern of meetings as in 2017/18 except meeting scheduled for 24 April 2019, which is one week earlier than in 2018 because of elections on 2 May 2019. Approximately 6 weekly, Wednesdays at 5.30pm. (On same day as Management Board meetings).

13 June 2018

11 July 2018

5 September 2018

17 October 2018

28 November 2018

16 January 2019

13 February 2019 (Budget meeting)

27 March 2019

24 April 2019

## **COUNCILLOR DEVELOPMENT GROUP**

4 Meetings. Similar pattern as in 2017/18. Mondays at 6.00pm.

18 June 2018

17 September 2018

17 December 2018

11 March 2019

### **Conservative Group**

Tuesday before each Council Meeting (no Group meetings currently scheduled before Annual meetings in May 2018 or May 2019)

### **Labour Group**

Monday before each Council Meeting (no Group meetings currently scheduled before Annual meetings in May 2018 or May 2019)