

Report to the Council

Committee: Cabinet

Date: 21 February 2019

Subject: Calendar of Council Meetings 2019/20

Portfolio Holder: Councillor H Kane (Customer Services)

Recommending:

That, as attached at Appendix 1, the draft Calendar of Council Meetings for 2019/20 be recommended for adoption.

1. The Cabinet considered the calendar of meetings each year prior to its final approval by the Council. The calendar has developed over time to meet the changing needs of the authority and no radical changes have been proposed.

2. The draft Calendar at Appendix 1 is based upon the current year's calendar, with approximately the same number of meetings. It has been slightly amended in some places but wherever possible:

- (a) Miscellaneous meetings have been scheduled for a Monday evening;
- (b) Council, Overview and Scrutiny and Select Committee meetings have been scheduled for a Tuesday evening;
- (c) Planning (Sub-)Committee meetings have been scheduled for a Wednesday evening; and
- (d) Cabinet and Cabinet Committee meetings have been scheduled for a Thursday evening.

3. Friday evenings have continued to be kept free of meetings, and any encroachment into August has been kept to a bare minimum due to holidays. However, the Regulatory Committees have always continued to meet throughout August in the past and this practice has been continued.

The Executive

4. Where possible all Cabinet Sub-Committees have been placed on Thursdays.

5. In line with previous years, the Council Housebuilding Cabinet Committee has not been included on the Calendar as the advice from Officers is that it meets as and when evaluations for the different sites are received. Therefore, no purpose would be served in scheduling regular quarterly meetings.

Overview & Scrutiny

6. The Overview & Scrutiny Committee is scheduled to meet 6 times throughout 2019/20, to ensure that the committee can report to the Council and Cabinet the meetings have been scheduled at least two weeks before these meetings.

7. There are currently five scrutiny cycles and four Select Committees, although an Overview and Scrutiny Select Committee Framework Task and Finish Panel has been set up to consider the future Select Committee arrangements. With this in mind the calendar has included the four Select Committees although if this were to change, the dates could be easily reduced.

Standards Committee

8. The Council has previously agreed that the Standards Committee be convened to meet only when there is business to be transacted and no meetings were therefore scheduled for the current municipal year. However, at the request of the current Chairman of the Committee, provisional arrangements for two meetings to be held during 2019/20 have been identified, in order that these can be accommodated within the calendar of meetings for the next municipal year. The Chairman has confirmed that, should there be no business to transact at these meetings, they will be cancelled.

Miscellaneous Committees

9. Both the Youth Council and the Local Highways Panel have not been included in this schedule as it is felt that they are meetings that sit outside the Council. The Youth Council have their own programme, and although the Local Highways Panel involves both the County and District Councils they are not organised by the District Council.

10. The Summer meeting of the Audit & Governance Committee has been pushed back from the last week of June to the last week of July. This is to enable the Committee to examine the Statutory Statement of Accounts and report back to the Council meeting scheduled for the following week.

11. The Local Councils Liaison Committee has traditionally met three times a year. However, this Committee has reviewed its schedule and resolved to only meet twice a year.

Conclusion

12. We recommend as set out at the commencement of this report.