



COUNCIL: 28 February 2018

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Report of: Borough Solicitor

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SUBJECT: TIMETABLE OF MEETINGS 2018/19

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Wards affected: Borough wide

### 1.0 PURPOSE OF THE REPORT

1.1 To secure approval to the timetable of meetings for the Municipal Year 2018/19.

### 2.0 RECOMMENDATIONS

2.1 That the timetable for the meetings for the 2018/19 Municipal Year, attached as an appendix to this report, be approved.

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### 3.0 BACKGROUND AND ISSUES

3.1 It is important to establish a timetable of meetings to enable the work of the Council, its Committees and the Cabinet to operate effectively and to enable Members and Officers to plan work commitments/deadlines.

3.2 The attached timetable has been based on the timetable for the current year, with some changes to reflect issues arising during the year.

3.3 The timetable attempts to ensure good links between Cabinet and Overview & Scrutiny Committee meetings and also to ensure that meetings are held at the most suitable time (such as in late February for setting budgets etc). The regular frequency of Planning Committee meetings is also important to enable the Council to determine planning applications in accordance with statutory and other deadlines. Other meetings are scheduled to give an appropriate number of meetings to enable the work of the Council to be conducted. In this regard the programming of dates for Audit & Governance Committee have been changed from last year to take into consideration changes in regulatory requirements for the production and approval of the Council's Statement of Accounts.

3.4 Since the introduction of Public Speaking, the start time for meetings of Cabinet, Executive Overview & Scrutiny Committee and Corporate & Environmental Overview & Scrutiny Committee have changed to 7.00pm, with meetings of Audit

& Governance Committee starting at 6.30pm and Standards Committee starting at 5.00pm. Start times for Council, Planning Committee and Licensing Committees have continued at 7.30pm.

#### **4.0 SUSTAINABILITY IMPLICATIONS**

4.1 There are no significant sustainability impacts associated with this report and in particular, no significant impact of crime and disorder.

#### **5.0 FINANCIAL AND RESOURCE IMPLICATIONS**

5.1 There are no significant financial or resource implications arising from this report.

#### **6.0 RISK ASSESSMENT**

6.1 A timetable of scheduled meetings is important in enabling the Council to plan the conduct of its business, ensuring that decisions are made at the appropriate time to meet statutory requirements, such as setting the Council Tax.

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#### **Background Documents**

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

#### **Equality Impact Assessment**

The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore no Equality Impact Assessment is required.

#### **Appendix**

Timetable of meetings 2018/19.