

Eden District Council

Council

10 May 2018

Confirmation of Calendar of Ordinary Meetings 2018-2019

Report from:	Deputy Chief Executive
Wards:	All Wards
OPEN PUBLIC ITEM	

1 Purpose

- 1.1 To formalise approval of the calendar of ordinary meetings of the Council.

2 Recommendation

1. That the calendar of ordinary meetings for the 2018-2019 municipal year is approved.
2. All Members and Standing Deputies of the Planning, Licensing and Accounts and Governance Committees be required to undertake full training prior to the first meeting of the respective committees
3. That the dates of Portfolio Holder meetings be noted.

3 Report Details

- 3.1 This report presents a finalised calendar of ordinary meeting for approval, attached at Appendix 1 and the dates of portfolio holder meetings to note at Appendix 2 (to follow). The calendar follows the previous patterns of meetings held by the authority.
- 3.2 As in previous years the calendar has been arranged to fit with the budget cycle. Meetings of the Executive have been scheduled in December 2018 and January 2019 to consider draft and then final budget recommendations for consideration by full Council. The Budget Scrutiny Group will sit during October, November and December 2018. This will enable a meeting of the Scrutiny Co-ordinating Board to take place in early January 2019 with the purpose of considering the work of the Budget Scrutiny Group.
- 3.3 In order to accord with the previously expressed preferences of Members regarding the timings of meetings, ordinarily the day and time of meetings will be as follows:
1. Council is scheduled to take place on a Thursday evening commencing at 6.45pm;
 2. The Executive is scheduled to take place on a Tuesday evening commencing at 6.00pm;
 3. Scrutiny Co-ordinating Board and Scrutiny Committees and the Accounts and Governance Committee are scheduled to take place on a Thursday evening commencing at 6.45pm. Scrutiny Review Group meetings will

take place at times and venues to be agreed by the members of the Review Group;

4. Planning Committee is scheduled to meet on a Thursday morning at 9.30am. Planning Site Visit meetings are scheduled to take place on a Thursday with the time and venue being agreed at the preceding full Planning Committee meeting;
 5. Licensing Committee will meet, when required and as far as possible, on the first Wednesday of the month, in the morning commencing at 9.30am;
 6. Human Resources and Appeals Committees and Sub-Committees will be convened as and when required; and
 7. Portfolio Holder meetings are ideally scheduled to take place during a set week every month so that reports can go forward to other Committees and Council if required. Dates and times have been set in line with what currently happens.
- 3.4 All members of the Planning, Licensing and Accounts and Governance Committees must undertake full training prior to taking any decisions at the first meeting in the municipal year. Any Committee Member who fails to attend one of these training session will be unable to consider any item of business until they have received the appropriate training.

4 Policy Framework

- 4.1 The Council has four corporate priorities which are:
- Decent Homes for All;
 - Strong Economy, Rich Environment;
 - Thriving Communities; and
 - Quality Council
- 4.2 This report meets Quality Council corporate priority
- 4.3 This report links with the need to deliver accessible and effective and value for money services as outlined in the Council Plan.

5 Consultation

- 5.1 Members have been consulted on numerous occasions regarding the setting of the Council calendar. This report is a result of Members wishing further information at the Council meeting on 15 February 2018, and also as a result of the decision for the current Scrutiny Structure to remain in place for at least another year.

6 Implications

6.1 Financial and Resources

- 6.1.1 Any decision to reduce or increase resources or alternatively increase income must be made within the context of the Council's stated priorities, as set out in its Council Plan 2015-19 as agreed at Council on 17 September 2015.
- 6.1.2 There are no proposals in this report that would reduce or increase resources.

6.2 Legal

- 6.2.1 There are no legal implications arising from this report

6.3 Human Resources

- 6.3.1 There is a Human Resources implications in the requirement contained within this report on officer time to deliver mandatory training to Members of the Planning, Licensing and Accounts and Governance Committees. However such training is an annual occurrence and should have no adverse impact on the relevant officers.

6.4 Statutory Considerations

Consideration:	Details of any implications and proposed measures to address:
Equality and Diversity	No issues arising
Health, Social Environmental and Economic Impact	No issues arising
Crime and Disorder	No issues arising
Children and Safeguarding	No issues arising

6.5 Risk Management

Risk	Consequence	Controls Required
That no Calendar of Meetings is agreed	That business is not concluded and that Members, Officers and the public are unaware of when meetings are due to take place. This could result in reputational damage to the Council.	That a Calendar of Ordinary Meetings for 2018-2019 is agreed.

7 Other Options Considered

- 7.1 No alternative options have been considered.

8 Reasons for the Decision/Recommendation

- 8.1 To set a calendar of ordinary meetings for the 2018-2019 municipal year which can be published and made publicly available.

Tracking Information

Governance Check	Date Considered
Chief Finance Officer (or Deputy)	27 April 2018
Monitoring Officer (or Deputy)	30 April 2018
Relevant Assistant Director	30 April 2018

Background Papers: **G19/18 – Proposed Calendar of Ordinary Meetings
2018-2019**

**G31/18 – Proposed Calendar of Ordinary Meetings
2018-2019**

Appendices: **Appendix 1 – Calendar of Ordinary Meetings
2018-2019**

**Appendix 2 – Portfolio Holder Meeting Dates (to
follow)**

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