

## **Committee: Council**

**Date: 1 February 2017**

Wards: All

## **Subject: Calendar of meetings 2017 - 2018**

Lead officer: Paul Evans, Assistant Director of Corporate Governance

Lead member: Deputy Leader and Cabinet Member for Finance

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### **Recommendations:**

1. That Council agree the calendar of meetings for the municipal year 2017-18.
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## **1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

- 1.1. To propose a calendar of meetings for Council bodies for 2017-18.

## **2 DETAILS**

- 2.1. The calendar is set out in Appendix A to the report.

## **3 ALTERNATIVE OPTIONS**

- 3.1. The Council can make whatever arrangements it sees fit in respect of the calendar within the legal constraints set out below. The Council should also have regard to audit and accounting requirements in respect of submission of the Annual Governance Statement by the end of June in each year and the approval of the Final Accounts by the end of September in each year.

## **4 CONSULTATION UNDERTAKEN OR PROPOSED**

- 4.1. The Leader has been consulted in respect of the executive meeting schedule. The chairs of the Overview and Scrutiny Commission and the Scrutiny Panels have been consulted in respect of the scrutiny schedule. Chairs of other committees have also been consulted. Group offices and leaders have been consulted and their comments taken into account where possible.

## **5 TIMETABLE**

- 5.1. The calendar contained in Appendix A covers the period from immediately after the 2017 Annual meeting up to and including the Annual meeting 2018.

## **6 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS**

- 6.1. None

## **7 LEGAL AND STATUTORY IMPLICATIONS**

- 7.1. In borough election years the Council must hold its annual meeting between 12 and 25 days after the election. In other years the annual meeting must be held in March, April or May.
- 7.2. The Council must hold a meeting to agree its budget by 11 March in each year.

## **8 HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS**

- 8.1. Publishing a calendar of meetings in advance is important in giving people information about when the Council proposes to do its business and take decisions which affect the community and individuals.

## **9 CRIME AND DISORDER IMPLICATIONS**

- 9.1. None

## **10 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS**

- 10.1. It is important for the proper discharge of the Council's duties that a proper framework for decision making is established including the scheduling of meetings in advance to allow for business reports to be properly prepared for decision making bodies.

## **11 APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT**

- Appendix A – calendar of meetings for 2017-18.

## **12 BACKGROUND PAPERS**

- 12.1. None