

# Cabinet

21 November 2018



<b>Title</b>	Calendar of Meetings for 2019-2020		
<b>Purpose of the report</b>	To make a recommendation to Council		
<b>Report Author</b>	Gillian Scott		
<b>Cabinet Member</b>	Councillor Ian Harvey	<b>Confidential</b>	No
<b>Corporate Priority</b>	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
<b>Recommendations</b>	<b>Cabinet is asked to recommend the Calendar of Meetings for 2019-2020 to Council for approval.</b>		
<b>Reason for Recommendation</b>	<b>The Calendar of Meetings provides a framework for the democratic and decision-making procedures that will underpin the delivery of the Council key priorities.</b>		

## 1. Key issues

- 1.1 The proposed Calendar of meetings for 2019-2020 (Appendix 1) has been compiled to enable the consideration of Council business and covers the period from May 2019 to May 2020.
- 1.2 Council meetings have been scheduled to enable effective decision-making whilst making the best use of resources available. The meetings have been programmed to ensure that the Council makes decisions in a timely way to help with the implementation of its priorities and strategies, as well as fulfilling its constitutional and legal obligations.
- 1.3 The Chief Finance Officer has been consulted on the suitability of dates to enable end-of-year financial reports to be ready for consideration at Cabinet and Overview and Scrutiny Committee.
- 1.4 The Leader of the Council and the Committee Chairmen have the power to call additional or extraordinary meetings, when required, to accommodate urgent or unscheduled matters of business.
- 1.5 Potential dates for the new councillor induction and the first Planning Committee training session following the Borough Elections have been identified in the Calendar for May 2019. Dates for further training sessions will be identified by the Members' Development Steering Group and communicated to the Political Groups ahead of the Election.

## **2. Options analysis and proposal**

- 2.1 The Calendar of meetings provides a framework for the democratic and decision making processes that will underpin the delivery of the Council's key priorities. It is proposed to agree the dates as set out in Appendix 1.

## **3. Financial implications**

- 3.1 The cost of administering the proposed meetings will be met from within existing budgets.

## **4. Other considerations**

- 4.1 Council, Cabinet and Committee meetings are held in venues that meet the requirement of the Equality Act in terms of accessibility and hearing loops etc. in order to ensure access to meetings for all.

## **5. Timetable for implementation**

- 5.1 Once agreed at the Council meeting on 14 December 2017, the Calendar of Meetings will be published on the Council's website and implemented from May 2018.

**Background papers: There are none**

**Appendices:**

**Appendix 1 – proposed Calendar of meetings (A3 x 2)**

**Appendix 1a – proposed Calendar of Meetings (A4)**