

Cabinet

21 December 2016



Title	Calendar of Meetings for 2017-2018		
Purpose of the report	To make a recommendation to Council		
Report Author	Greg Halliwell		
Cabinet Member	Councillor Ian Harvey	Confidential	No
Corporate Priority	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
Recommendations	Cabinet is asked to recommend the Calendar of Meetings for 2017-2018 to Council for approval.		
Reason for Recommendation	The Calendar of Meetings provides a framework for the democratic and decision-making procedures that will underpin the delivery of the Council key priorities.		

1. Key issues

- 1.1 The proposed Calendar of meetings for 2017-2018 (Appendix 1) has been compiled to enable the consideration of Council business and covers the period from May 2017 to May 2018.
- 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.

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.
- 4.2 On the Council's website, there is a link to an events' page which gives details of various upcoming Council and community events and allows people to add an event. On the same page, there is also a link to the dates for the Council's Committee meetings throughout the municipal year.
- 4.3 Voluntary and charity organisations, in particular, are encouraged to check these dates before arranging their own meetings and events in order to avoid clashing with the agreed Committee dates.
- 4.4 In compiling this calendar of meetings, the Council has made every effort, wherever possible, to avoid clashes with established events, e.g. Spelthorne in Bloom; Big Tree Night; Civic Awards ceremony; Civic reception for prize-giving.

5. Timetable for implementation

- 5.1 Once agreed at the Council meeting on 22 December 2016, the Calendar of Meetings will be published on the Council's website and implemented from May 2017.

Background papers: None

Appendices:

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

Appendix 1a – proposed Calendar of Meetings (A4)