

ITEM

ITEM

Council – 8 May 2008

CALENDAR OF MEETINGS 2008/09

Report of the Head of Corporate Services

Statutory Powers: Local Government Act 2000

Financial Implications: None

Purpose:

1. To seek Member approval of the calendar of meetings of Council bodies for the 2008/09 municipal year.

RECOMMENDATION

That the Council RESOLVES to adopt the Calendar of Meetings for the 2008/09 municipal year as per Appendix A to this report

Background

2. Council Procedure Rule 1.1(x) states that the Annual Meeting will:-
“approve a programme of ordinary meetings of the Council for the year”
3. Set out at Appendix A is a programme of meetings for the period May 2008 – September 2009. As in previous years, meeting dates for a period of 18 months have been drafted, so that Members are aware in advance of the next Annual Council meeting of the dates for a further 6 months of meetings. This also aids the necessary programming of meetings.
4. In drawing up the calendar of meetings, a number of parameters are set which include:-
 - Constitutional requirements which, for some Council bodies, sets the number and frequency of meetings to be held annually;
 - The wishes of Members that as many meetings as possible are on a Thursday;
 - The wishes of Members that there are no other meetings scheduled for the same day as the Executive, Scrutiny or Council as far as practicably possible;
 - The wishes of Members to avoid clashes with meetings of other organisations and events where possible;
 - The wishes of Members to avoid the Development Control Committee and the Executive or Council meeting in the same week as far as practicably possible;
 - Financial timescales and requirements.

5. It should be noted that the calendar only lists those meetings which can or need to be programmed (for constitutional, financial or other reasons). Meetings of other Council bodies such as Policy Development Groups, Licensing Committee and Personnel Panel are arranged as and when required.

Risk Assessment

Risk	Mitigation
Constitutional requirements regarding the number and frequency of meetings are missed	Drafting a calendar of meetings ensures that constitutional requirements are provided for and Member wishes, where possible, are taken into account

Conclusion

6. The requirement in the constitution for the calendar of meetings to be considered at the Annual Council meeting causes some programming difficulties. However, by providing 18 months of meetings, these problems are overcome as well as giving Members some forward planning.

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Member Support Services Manager

Council
8 May 2008

Background Papers:
Council Constitution