

**ITEM**

**ITEM**

**Council – 13 May 2010**

## **CALENDAR OF MEETINGS 2010/11**

### **Report of the Monitoring Officer**

**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 2010/11 municipal year.

#### **RECOMMENDATION**

**That the Council RESOLVES to adopt the Calendar of Meetings for the 2010/11 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 2010 – September 2011. 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 Thursdays are seen as ‘Member days’ and therefore, as many meetings as possible are arranged to take place on this day. On the majority of Thursdays when no formal meetings are scheduled, it is anticipated that training sessions will be held (as also indicated on the Calendar);
  - 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, wherever possible, avoid meetings of the Development Management Committee falling in the same week as the Executive or Council meeting; and
  - 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 the Licensing Committee, Standards Committee and Personnel Panel are arranged as and when required. In addition, further Policy Development Group meetings can be programmed into the calendar on an ad hoc basis.
6. Members are also advised that it may prove necessary to amend some of the dates as set out at Appendix A to accommodate any significant issues arising, such as the expansion of Shared Services.

**7. Risk Assessment**

<b>Opportunity / Risk</b>	<b>Issues / Obstacles</b>	<b>Benefits</b>
Constitutional requirements regarding the number and frequency of meetings are missed.	Attempting to avoid any potential Member meeting clashes and ensure that constitutional requirements are provided for and Member wishes, where possible, are taken into account.	By drafting the Calendar for a period of 18 months will allow for as much forward planning as is practically possible.

**Conclusion**

8. 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 opportunity to forward plan.

Darryl White  
Member Support Services Manager

Council  
 13 May 2010

**Background Papers:**  
 Council Constitution