

**Committee: Council**

**Date: 4 February 2015**

Wards: All

**Subject: Calendar of meetings 2015-16 and the Calendar of Council meetings dates for 2016-17 and 2017-18**

Lead officer: Director of Corporate Services

Lead member: Deputy Leader and Cabinet Member for Finance

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**Recommendations:**

- A. That the Calendar of meetings for 2015-16 at appendix A is agreed.
  - B. That the Calendar of Council meetings dates for 2016-17 and 2017-18 at appendix B is agreed.
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**1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

- 1.1. To propose a calendar of meetings for Council bodies for 2015-16 and to propose calendars for meetings of the full Council (including the Annual and Budget setting meetings) for the municipal years 2016-17 and 2017-18.

**2 DETAILS**

- 2.1. The details are set out in appendix 1.

**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 executive 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. 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 2015 Annual meeting up to and including the Annual meeting 2016.
- 5.2. The two calendars contained within Appendix B details all full Council meetings (including the Annual and Budget setting meetings) for the municipal years of 2016-17 and 2017-18 respectively.

**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 2015/16
- Appendix B – calendar of meetings Council for 2016/17 and 2017/18

**12 BACKGROUND PAPERS**

12.1. None