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|-------------------------|--|---------------------------------|------------------------|
| <b>Meeting:</b>         | <b>Council</b>   | <b>Date:</b>                    | <b>22 January 2015</b> |
| <b>Subject:</b>         | <b>Programme of Meetings, May 2015-November 2017</b>           |                                 |                        |
| <b>Report Of:</b>       | <b>Corporate Director of Services and Neighbourhoods</b>       |                                 |                        |
| <b>Wards Affected:</b>  | <b>All</b>   |                                 |                        |
| <b>Key Decision:</b>    | <b>No</b>  | <b>Budget/Policy Framework:</b> | <b>No</b>              |
| <b>Contact Officer:</b> | <b>Tanya Davies, Democratic and Electoral Services Manager</b> |                                 |                        |
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| <b>Appendices:</b>      | <b>1. Draft Programme of Meetings, May 2015-April 2017</b>     |                                 |                        |

## FOR GENERAL RELEASE

### 1.0 Purpose of Report

- 1.1 To approve a two-year programme of ordinary meetings of Council and calendar of other meetings for the period of May 2015 to April 2017.

### 2.0 Recommendations

- 2.1 Council is asked to **RESOLVE** that

- (1) Subject to any further changes, the two-year programme of ordinary meetings of Council and calendar of other meetings for the period of May 2015 to April 2017 be approved.

### 3.0 Background and Key Issues

- 3.1 The Council is required to agree a programme of meetings on an annual basis and the draft programme is attached as Appendix 1.

- 3.2 A two-year programme is proposed in order to provide the Council and Councillors with adequate notice of meetings. As such, this programme contains six months of dates that have previously been approved and 18 months of new dates. Each future two-year programme will contain one year of dates that formed part of the previous programme and one year of new dates.

- 3.4 It is important to retain the flexibility to amend the first year of a two-year programme, because dates for events and meetings of other organisations that impact on the Council's own programme are often not available until 12 months in advance. As such, a number of changes are proposed to the period of May 2015-October 2015, which had previously been approved by Council; these changes are highlighted in Appendix 1 using deletions and underlined insertions and are also listed below:

- Group Leaders moved from Wednesday 10 June to Monday 8 June
- Overview and Scrutiny Committee moved from Monday 22 June to Monday 15 June
- Cabinet moved from Wednesday 24 June to Wednesday 17 June
- Audit and Governance Committee moved from Monday 15 June to Monday 22 June
- Cabinet Briefing moved from Wednesday 1 July to Wednesday 24 June
- Group Leaders moved from Monday 13 July to Wednesday 1 July
- ICT Working Group moved from Wednesday 29 July to Wednesday 8 July
- Overview and Scrutiny Committee moved from Monday 20 July to Monday 13 July
- Cabinet moved from Wednesday 22 July to Wednesday 15 July
- ICT Working Group added on 9 September
- Overview and Scrutiny Committee moved from Monday 12 October to Monday 19 October

#### **4.0 Alternative Options Considered**

- 4.1 All available options for the scheduling of meetings were considered when compiling the programme.
- 4.2 Observations and comments were invited from all Members and senior officers and were, where possible, incorporated.

#### **5.0 Reasons for Recommendations**

- 5.1 To agree the programme of ordinary meetings of Council and calendar of other meetings for the period of May 2015 to April 2017.

#### **6.0 Future Work and Conclusions**

- 6.1 By approving an two-year programme of ordinary meetings several months in advance of the start of the timetable, Members and other interested parties can plan ahead and the business of the Council can be transacted more efficiently and effectively.
- 6.2 Following approval, the programme of meetings will be communicated to partner organisations and the dates added to the Council's website.

#### **7.0 Financial Implications**

- 7.1 There are no financial implications arising from this report.

(Financial Services have been consulted in the preparation this report.)

#### **8.0 Legal Implications**

- 8.1 By approving the programme of ordinary meetings the Council is fulfilling a constitutional requirement.

(Legal Services have been consulted in the preparation this report.)

## **9.0 Risk & Opportunity Management Implications**

9.1 There are no risks arising from this report.

## **10.0 People Impact Assessment (PIA):**

10.2 The PIA Screening Stage was completed and did not identify any potential or actual negative impact, therefore a full PIA was not required.

## **11.0 Other Corporate Implications**

### Community Safety

11.1 There are no community safety implications.

### Sustainability

11.2 There are no sustainability implications.

### Staffing & Trade Union

11.3 There are no staffing or trade union implications.

**Background Documents:** None