

Gloucester City Council

Meeting:	Council	Date:	28 January 2015
Subject:	Programme of Meetings, May 2016-November 2018		
Report Of:	Democratic and Electoral Services Manager		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Tanya Davies, Democratic and Electoral Services Manager		
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Appendices:	1. Draft Programme of Meetings, May 2016-April 2018		

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 To approve a two-year programme of ordinary meetings of Council and other meetings for the period of May 2016 to April 2018.

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 other meetings for the period of May 2016 to April 2018 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 The Council approves a two-year programme each year in order to provide the Council and Councillors with adequate notice of meetings. As such, this programme contains 12 months of dates that have previously been approved and 12 months 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 2016-April 2017, which had previously been approved by Council, although the majority of these changes relate to a proposal to move Overview and Scrutiny Committee dates so that the Committee takes place the week prior to the corresponding Cabinet meeting. This is proposed in order to allow O&S Members the opportunity to consider and comment on reports prior to their publication for Cabinet; it has not

been possible to achieve this for every cycle due to the scheduling of school holidays.

3.5 It is proposed to move the Planning Committee meeting scheduled for 10 May 2016 due to its proximity to polling day for the Local Elections and because it is scheduled to take place prior to the appointment of the new committee at Annual Council. This hasn't been an issue when electing by thirds, but could potentially cause an issue as the Council moves to all out elections. The June meeting will also be pushed back by one week to correspond with this. It is likely that the April meeting will also be pushed back to reduce the gap between the April meeting and the new date for the May meeting and this will be agreed separately with the current Committee.

3.6 The changes are highlighted in Appendix 1 using deletions and underlined insertions.

3.7 It should be noted that the school term dates for 2017-18 have not yet been published; therefore, the meeting dates for 2017-18 may be subject to significant change once the term dates are known.

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. One positive comment was received in relation to the proposals regarding the Planning Committee meeting in May 2016; no other comments were received.

5.0 Reasons for Recommendations

5.1 To agree the programme of ordinary meetings of Council and other meetings for the period of May 2016 to April 2018.

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.

(One Legal 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