

<b>Meeting:</b>	<b>Council</b>	<b>Date:</b>	<b>6 February 2017</b>
<b>Subject:</b>	<b>Programme of Meetings, May 2017-November 2019</b>		
<b>Report Of:</b>	<b>Democratic and Electoral Services Manager</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 2017-April 2019</b>		

## 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 2017 to April 2019.

### 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 2017 to April 2019 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 small number of changes are proposed to the period of May 2017-April 2018, which had previously been approved by Council and these are largely due to school holidays, avoiding other clashes, or tweaks to dates where meetings need to follow in a particular order.
- 3.5 Fortnightly dates for Licensing or Licensing and Enforcement Sub-Committees have been included in the timetable with the agreement of the Licensing and

Enforcement Committee. These may or may not be utilised and it may still be necessary to arrange separate dates, but the intention is to trial this approach and see if it assists with organising sub-committees more quickly.

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 2018-19 have not yet been published; therefore, the meeting dates for 2018-19 may be subject to 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 comment was received regarding the requirement for a meeting of the Audit and Governance Committee to take place in late July 2018 to accommodate a change to regulations for the closure of accounts. The proposed June meeting has been moved to late July accordingly.

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

5.1 To agree the programme of ordinary meetings of Council and other meetings for the period of May 2017 to April 2019.

#### **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. Invitations to full Council meetings will be sent to all Members straight away and invitations to all other meetings for the 2017-18 period will be sent following Annual Council in May to take account of any changes to committee membership.

#### **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