

Gloucester City Council

Meeting:	Council	Date:	24 January 2018
Subject:	Programme of Meetings, May 2019-November 2021		
Report Of:	Cabinet Member for Performance and Resources		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Tanya Davies, Policy and Governance Manager		
	Email: tanya.davies@gloucester.gov.uk	Tel:	39-6125
Appendices:	1. Draft Programme of Meetings, May 2019-April 2021		

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 2019 to April 2021.

2.0 Recommendations

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

- (1) Meetings of the General Purposes Committee be arranged as and when required, with the exception of a scheduled meeting in January of each year to approve the annual review of Members' allowances.
- (2) Subject to any further changes, the two-year programme of ordinary meetings of Council and other meetings for the period of May 2019 to April 2021 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 2019-April 2020.

- 3.5 The changes are highlighted in Appendix 1 using deletions and underlined insertions. It should be noted the October 2019 Overview and Scrutiny Committee meeting now falls during half term as the school break is a week later than anticipated. The committee meeting could be pushed back a week, but it would then fall during the same week as the corresponding Cabinet meeting.
- 3.6 As a result of comments received from Members following the cancellation of meetings of the General Purposes Committee, it is proposed that meetings be arranged as and when required, with dates to be agreed in consultation with the Chair and members of the Committee. A scheduled meeting date in January will be retained in order for the Committee to comment on the annual review of Members' allowances prior to its approval by full Council.
- 3.7 In relation to the 2020-21 municipal year, in addition to the usual break in meetings during the purdah period prior to the City Council elections on 7 May 2020, the following should be noted:
- The Annual Council meeting following the elections cannot be held on the usual day due to the timing of both the elections and the late May Bank Holiday. Holding the meeting prior to the Bank Holiday would not give enough time for committee and outside body appointments to be finalised, therefore it is proposed that Annual Council be held after half term on 1 June 2020. This has a knock-on effect to the timetabling of committee meetings in June and July.
 - July Council will be a week later than usual due to the anticipated timing of the 2020 LGA Conference.
- 3.8 It should also be noted that the school term dates for 2019-20 have not yet been published; therefore, where anticipated dates have been included, these are provisional and meeting dates for 2019-20 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.

5.0 Reasons for Recommendations

- 5.1 To agree the programme of ordinary meetings of Council and other meetings for the period of May 2019 to April 2021.

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 2019-20 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) and Safeguarding:

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

10.2 There are no safeguarding implications.

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