

**Meeting:** Council

**Date:** 23 February 2017

**Wards Affected:** All Wards

**Report Title:** Provisional Calendar of Meetings for 2017/2018

**Is the decision a key decision?** No

**When does the decision need to be implemented?** As soon as possible

**Executive Lead Contact Details:** Councillor Mills, Deputy Mayor and Executive Lead for Health and Wellbeing and Corporate Services, derek.mills@torbay.gov.uk

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## **1. Proposal and Introduction**

1.1 To seek approval for the provisional calendar of meetings for the 2017/2018 Municipal Year.

## **2. Reason for Proposal**

2.1 The provisional calendar of meetings for 2017/2018 (attached at Appendix 1) has been prepared based on the Council's decision-making structure and in accordance with the Council's Standing Orders.

## **3. Recommendation(s) / Proposed Decision**

3.1 That the provisional calendar of meetings for 2017/2018, set out in Appendix 1 to the submitted report, be approved for final ratification at the Annual Council Meeting.

3.2 That meetings of the Employment Committee and Civic Committee be held on an ad-hoc basis, to be determined by the Governance Support Manager in consultation with the relevant Chairman/woman.

## **Appendices**

Appendix 1: Provisional Calendar of Meetings 2017/2018

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## **Supporting Information**

### **4. Position**

- 4.1 Before the end of each Municipal Year the Council considers the provisional calendar of meetings for the following Municipal Year, which is then ratified at the Annual Council Meeting.

The following meetings have been scheduled in the calendar for 2017/2018.

- Council;
- Policy Development Decision Group (Joint Operations Team);
- Policy Development Decision Group (Joint Commissioning Team);
- Overview and Scrutiny Board;
- Development Management Committee;
- Licensing Committee;
- Licensing Sub-Committee;
- Harbour Committee;
- Investment Committee;
- Health and Wellbeing Board;
- Standards Committee;
- Audit Committee;
- Appeals Committee (Transport).

- 4.2 The meetings of the Council have been programmed to allow sufficient reporting time between the meetings for the plans and strategies which are required to be approved through the Council's Policy Framework process and for the budget setting process.

- 4.3 The draft calendar has also been structured to allow, wherever possible, for each type of meeting to be allocated a certain day e.g. Development Management Committee to meet on Mondays, Licensing Sub-Committees and Council on Thursdays.

- 4.4 Meetings of the Employment Committee and Civic Committee are proposed to be held on an ad hoc basis, to be determined by the Governance Support Manager in consultation with the relevant Chairman/woman.

### **5. Possibilities and Options**

- 5.1 Wherever possible the timings of meetings have been set in accordance with the needs of the Committee Members and the Public, for example the Licensing Sub-Committees convene at 9:30 a.m. which is suitable for those making representations. Timings are kept under constant review by the Governance Support Manager. There is a small risk that some people will still not be able to attend these meetings, however, in most cases where public participation is permitted, the Council will accept written representations to enable people to put their points of view across.

## **6. Preferred Solution/Option**

- 6.1 Members may wish to set alternative dates for meetings. However, the meetings have been timetabled to allow sufficient time for the reporting of the plans and strategies which make up the Council's Policy Framework and the Council's budget setting process. A calendar of meetings is required under Standing Orders and facilitates the organisation of the Municipal Year.

## **7. Consultation**

- 7.1 The Mayor, Group Leaders, Chief Finance Officer and the Chief Executive have been consulted on the draft provisional calendar of meetings for 2017/2018.

## **Background Documents**

Constitution of Torbay Council -

<http://www.torbay.gov.uk/DemocraticServices/ieListMeetings.aspx?CId=458&info=1>