

**Meeting:** Council

**Date:** 10 May 2017

**Wards Affected:** All Wards

**Report Title:** 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

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## **1. Proposal and Introduction**

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

## **2. Reason for Proposal**

2.1 The 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 calendar of meetings for 2017/2018, set out in Appendix 1 to the submitted report, be approved.

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 Since the provisional calendar of meetings has been approved the Health and Wellbeing Board, at its meeting on 16 March 2017, agreed to streamline its reporting framework therefore enabling a reduction in the number of meetings.

4.4 Due to the announcement of a general election on 8 June the following changes have been made in order to ensure efficient and effective resourcing of the election and the decision making process:

- Appeals Committee (Transport) scheduled for 17 May 2017 has been cancelled;
- Licensing Sub-Committees scheduled for 25 May and 8 June 2017 have been cancelled;
- Standards Committee scheduled for 7 June 2017 has been rescheduled and will be held on 29 June 2017;
- Overview and Scrutiny Board scheduled for 7 June has been cancelled; and
- Extraordinary Council Meeting scheduled for 15 June 2017 has been rescheduled and will be held on 22 June 2017.

4.5 The Audit Committee has also reviewed its work programme and subsequently will meet five times a year rather than six.

- 4.6 The Policy Development and Decision Groups (Joint Commissioning Team and Joint Operation Team) will be held on the same day to provide efficient resourcing of these meetings.
- 4.7 To enable more timely consideration of the Budget Monitoring Report, adjourned meetings of the Overview and Scrutiny Board have been programmed on 17 October 2017 and 17 July 2017 with the Overview and Scrutiny Board scheduled for 10 January 2018 being moved to 24 January 2018.
- 4.8 Following a request from the Executive Head of Business Services and Harbour Committee Members the Harbour Committee scheduled for 12 December 2017 has been moved to the 5 December 2017.
- 4.9 Due to Council establishing the Licensing Sub-Committees, the full Licensing Committee has been moved from the 11 May 2017 to 29 June 2017.
- 4.10 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.
- 4.11 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, Head of Finance 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?CIId=458&info=1>