

**Meeting:** Council

**Date:** 14 May 2018

**Wards Affected:** All Wards

**Report Title:** Calendar of Meetings for 2018/2019

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

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

**Executive Lead Contact Details:** Mayor Oliver, The Elected Mayor and Executive Lead for Finance, Regeneration and Corporate Services

**Supporting Officer Contact Details:** June Gurry, Governance Support Manager, (01803) 207012, [june.gurry@torbay.gov.uk](mailto:june.gurry@torbay.gov.uk)

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## **1. Proposal and Introduction**

- 1.1 To seek approval for the calendar of meetings for the 2018/2019 Municipal Year.

## **2. Reason for Proposal**

- 2.1 The calendar of meetings for 2018/2019 (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 2018/2019, 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.

## **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 2018/2019.

- Council;
- Policy Development Decision Group (Joint Operations Team);

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- Overview and Scrutiny Board;
- Development Management Committee;
- Licensing Committee;
- Licensing Sub-Committee;
- Harbour Committee;
- Investment and Regeneration Committee;
- Health and Wellbeing Board;
- Housing Committee
- 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 Council meeting scheduled for the 14 February 2019 has been moved to the 13 February 2019 to ensure compliance with the Standing Orders – Budget and Policy Framework. At the Health and Wellbeing Board on 28 March, it was agreed that the Board would increase the number of meetings from two a year to four. The Investment and Regeneration Committee scheduled for 15 May has been cancelled at the request of the Chairman. These revised dates are set out in Appendix 1 to the submitted report.

4.4 The 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.

4.5 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 Elected Mayor, Group Leaders, Head of Financial Services and the Chief Executive have been consulted on the calendar of meetings for 2018/2019.

## **Appendices**

Appendix 1: Calendar of Meetings 2018/2019

## **Background Documents**

Constitution of Torbay Council -

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