

Meeting: Council

Date: 5 December 2018

Wards Affected: All Wards

Report Title: Provisional Calendar of Meetings for 2019/2023

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 Assets, Finance, Governance and Corporate Services, Regeneration and Transformation

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1. Proposal and Introduction

- 1.1 To seek approval for the provisional calendar of meetings for the 2019 to 2023 term of office.

2. Reason for Proposal

- 2.1 The provisional calendar of meetings for 2019 to 2023 (attached at Appendix 1) has been prepared based on the Council's proposed decision-making structure and in accordance with the Council's Standing Orders.

3. Recommendation(s) / Proposed Decision

- 3.1 That subject to the Provisional Constitution for Leader and Cabinet System of Governance May 2019 – Constitution Working Party Recommendations being approved, the provisional calendar of meetings for 2019 to 2023, 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 Head of Governance in consultation with the relevant Chairman/woman.

Supporting Information

4. Position

- 4.1 The draft Constitution for Leader and Cabinet System of Governance requires the Council to approve a programme of ordinary meetings of the Council for the four

year term in the year of a whole Council election. Before the end of each Municipal Year the Council will review and consider the provisional calendar of meetings for the following Municipal Year, which is then ratified at the Annual Council Meeting.

The following meetings that reflect the Leader and Cabinet system of governance have been scheduled in the calendar for the 2019 to 2023:

- Council;
- Cabinet
- Overview and Scrutiny Board;
- Planning Committee;
- Licensing Committee;
- Licensing Sub-Committee;
- Health and Wellbeing Board;
- Standards Committee;
- Audit Committee.

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 Head of Governance 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 Head of Governance. 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 draft provisional calendar of meetings for 2018/2019.

Appendices

Appendix 1: Provisional Calendar of Meetings 2019 to 2023

Background Documents

Constitution of Torbay Council -

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