

PART A

Report to: Annual Council
Date of meeting: 22 May 2018
Report of: Democratic Services Manager
Title: Programme of meetings 2018-19

1.0 Summary

- 1.1 Council Procedure Rule 1.1 (ix) requires the programme of ordinary meetings of the Council for the year to be approved at the Annual Meeting.

2.0 Risks

2.1

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(Treat, tolerate, terminate, transfer)</i>	Risk Rating (the combination of severity and likelihood)
That a programme of meetings is not agreed for the year ahead	The Council cannot carry out its business	The timetable of meetings has already been circulated to members and officers for comments	Treat	2

3.0 **Recommendations**

- 3.1 That the timetable of meetings for 2018/19 be adopted.

Contact Officer:

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Democratic Services Manager
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Report approved by: Head of Democracy and Governance

3.0 **Detailed proposal**

- 3.1 A draft timetable of meetings for the 2018/19 Municipal Year was circulated to all members and officers for comment.
- 3.2 Full Council meeting have been scheduled for the following dates:
- Tuesday 10 July
Tuesday 16 October
Tuesday 29 January (Budget Council)
Tuesday 19 March
- 3.3 Meetings of Licensing Sub Committees will be set up as and when required. They will comprise three members from the main Licensing Committee and meet during the day.
- 3.4 Meetings of the Chief Officer Pay Panel, Constitution Working Party, Standards Committee, Appointments Committee and Scrutiny Task Groups will also meet as and when required.
- 3.5 Dates of all committee meetings can be accessed through the Council's website. Reminders are also published in the monthly Members Information Bulletin.

4.0 **Implications**

4.1 **Financial**

- 4.1.1 The Shared Director of Finance comments that budget provision has been made to finance all costs associated with the democratic process.

4.2 **Legal Issues** (Monitoring Officer)

- 4.2.1 The Head of Democracy and Governance comments that there are no legal implications in this report.

Appendices

Timetable of Meetings 2018/19

Background Papers

Draft timetable of meetings 2018/19

E-mails to officers and members attaching draft timetable for comment.