



Public Agenda Item: **Yes**

Title: **Calendar of Meetings for 2011/2012**

Wards Affected: **All Wards in Torbay**

To: **Annual Council** On: **24 May 2011**

Key Decision: **No**

Change to Budget: **No** Change to Policy Framework: **No**

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1. What we are trying to achieve

1.1 To seek approval of the calendar of meetings for the 2011/2012 Municipal Year.

2. Recommendation(s) for decision

2.1 **That the calendar of meetings for 2011/2012, set out in Appendix 1 to this report, be approved.**

2.2 **That meetings of the Employment Committee and Appeals Committee (Student Awards, Licensing and Discretionary Housing Payments) be held on an ad-hoc basis, to be determined by the Democratic Services Manager in consultation with the relevant Chairman.**

3. Key points and reasons for recommendations

3.1 The calendar of meetings for 2011/2012 has been prepared based on the Council's decision-making structure and in accordance with the Council's Standing Orders.

For more detailed information on this proposal please refer to the supporting information.

Caroline Taylor
Deputy Chief Executive and Corporate Support Commissioner

Supporting information

A1. Introduction and history

- A1.1 The provisional calendar of meetings for 2011/2012 was agreed by Council at its meeting held on 24 February 2011 (Minute 565/2/10 refers). In accordance with Standing Orders it is for the Council at its Annual Meeting to agree the calendar for the Municipal Year.
- A1.2 Following the agreement of the provisional calendar, the Adjourned Annual Council Meeting on 25 May 2011 was cancelled as the civic lunch is not being held on 24 May. The Council meeting on 30 June 2011 has been moved to the 13 July 2011 to enable the Council to make a decision on the funding of the South Devon Link Road at the same time as Devon County Council.
- A1.3 Due to the Mayors decision to revise the executive arrangements and make executive decisions at Council meetings all Cabinet meetings have also been removed.
- A1.4 Additionally the Health Scrutiny Board programmed for 16 June 2011 will now be held on 7 July 2011.
- A1.5 Due to changes in accounting practices the Audit Committee programmed for 7 September 2011 will now be held on 20 September 2011.
- A1.6 The Development Management Committee has been rescheduled from 27 June 2011 to 30 June 2011 due to venue availability.
- A1.7 Members may also be aware that Torbay Council has become an 'early implementer' of the Health and Wellbeing Board which would sit alongside the Torbay Strategic Partnership (TSP). Scheduled meetings of the TSP have been amended to incorporate a Shadow Health and Wellbeing Board, therefore 26 May has been postponed until 16 June 2011, the TSP meeting on 10 November 2011 has been cancelled, the 21 July 2011 TSP meeting will become a meeting of the Shadow Health and Wellbeing Board, the Shadow Health and Wellbeing Board will also meet on 20 October 2011 and 15 March 2011. These changes are reflected in the calendar of meetings set out at Appendix 1 to this report.
- A1.8 Meetings of the Employment Committee and Appeals Committee (School Transport, Student Awards and Discretionary Housing Payments) are proposed to be held on an ad hoc basis, to be determined by the Democratic Services Manager in consultation with the relevant Chairman, and in accordance with Standing Orders in relation to Committee Meetings.
- A1.9 Members are recommended to approve the calendar of meetings for 2011/2012, which includes the amendments referred to above as set out in Appendix 1 to this report.

A2. Risk assessment of preferred option

A2.1 Outline of significant key risks

A2.1.1 Following a survey and workshop of Members work/life balance, the start times for most of the meetings have been set to enable members of the public and working Councillors to be able to attend the meetings. 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.

A3. Other Options

A3.1 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 etc. A calendar of meetings is required under Standing Orders and facilitates the organisation of the Municipal Year.

A4. Summary of resource implications

A4.1 Although there are approved budgets for the costs associated with these meetings the actual financial implications are not quantifiable at this stage. The calendar of meetings sets out a number of scheduled meetings, however, a number of unscheduled meetings may be held through the Municipal Year.

A5. What impact will there be on equalities, environmental sustainability and crime and disorder?

A5.1 The calendar includes the main religious festivals for the Christian, Hindu, Jewish, Muslim and Sikh faiths. Wherever possible, meetings have not been scheduled on these dates in accordance with the Council's Religion and Belief Equality Policy.

A6. Consultation and Customer Focus

A6.1 Executive Heads have been consulted on the draft provisional calendar of meetings for 2011/2012.

A7. Are there any implications for other Business Units?

A7.1 Each Business Unit will be involved in preparing reports and officers will be required to present reports at meetings where appropriate.

Appendices

Appendix 1 Calendar of Meetings 2011/2012

Documents available in members' rooms

None

Background Papers:

The following documents/files were used to compile this report:

Constitution of Torbay Council

<http://www.bbc.co.uk/religion>

www.interfaithcalendar.org