



Meeting: Council **Date:** 28 February 2013

Wards Affected: All Wards in Torbay

Report Title: Provisional Calendar of Meetings for 2013/2014

Executive Lead Contact Details: Councillor Ken Pritchard
Executive Lead for Business Planning and Governance

☎ Telephone (01803) 207313
✉ E.mail ken.pritchard@torbay.gov.uk

Supporting Officer Contact Details: **Kay Heywood**
☎ Telephone (01803) 207026
✉ E.mail kay.heywood@torbay.gov.uk

-
1. **Purpose**
 - 1.1 To seek approval for the provisional calendar of meetings for the 2013/2014 Municipal Year.
 2. **Proposed Decision**
 - 2.1 **That the provisional calendar of meetings for 2013/2014, set out in Appendix 1 to this report, be approved for final ratification at the Annual Council Meeting.**
 - 2.2 **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.**
 3. **Action Needed**
 - 3.1 The purpose of producing a draft calendar at this stage is to allow officers to start preparing for the next Municipal Year. The Council will ratify the provisional calendar at its annual meeting in May in accordance with Standing Orders.
 4. **Summary**
 - 4.1 The draft provisional calendar of meetings for 2013/2014 (attached at Appendix 1) has been prepared based on the Council's decision-making structure and in accordance with the Council's Standing Orders.

Supporting Information

5. Position

- 5.1 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 2013/2014:

- Council;
- Development Management Committee;
- Licensing Committee;
- Licensing Sub-Committee;
- Harbour Committee;
- Standards Committee;
- Audit Committee;
- Appeals Committee (Transport);
- Overview and Scrutiny Board;
- Health Scrutiny Board;

- 5.2 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.
- 5.3 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 Control Committee to meet on Mondays, Licensing Sub-Committees on Thursdays and Council on Thursdays.
- 5.4 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.

6. Possibilities and Options

- 6.1 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.

7. Preferred Solution/Option

7.1 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.

8. Consultation

8.1 The Mayor, Group Leaders and the Chief Operating Officer have been consulted on the draft provisional calendar of meetings for 2013/2014.

9. Risks

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

Appendices

Appendix 1 Provisional Calendar of Meetings 2013/2014

Documents available in members' rooms

Additional Information

Background Papers:

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

Constitution of Torbay Council