



Meeting: Council **Date:** 1 May 2014

Wards Affected: All Wards in Torbay

Report Title: Provisional Calendar of Meetings for 2014/2015

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1. Purpose

1.1 To seek approval for the provisional calendar of meetings for the 2014/2015 Municipal Year.

2. Proposed Decision

2.1 That the provisional calendar of meetings for 2014/2015, 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. Summary

3.1 The provisional calendar of meetings for 2014/2015 (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

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 2014/2015.

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

- 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 Control Committee to meet on Mondays, Licensing Sub-Committees on Thursdays 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 Governance Support Manager in consultation with the relevant Chairman/woman.
- 4.5 The Health Scrutiny Board will be undertaking its work using Review Panel methodology with visits and informal meetings forming the basis of its work. The Health Scrutiny Liaison Group will continue to meet with the NHS Trusts during the course of the Year. Meetings of the Health Scrutiny Board will be arranged on an ad hoc basis, normally to discuss proposed changes in services. Due to the nature of service change, programmed meetings invariably do not meet the timetables required for such discussions and it is therefore more efficient for meetings to be arranged as required.

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 Mayor, Group Leaders and the Executive Director have been consulted on the draft provisional calendar of meetings for 2014/2015.

8. Risks

- 8.1 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 2014/2015

Documents available in members' rooms

Additional Information

Background Papers:

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

Constitution of Torbay Council