

Meeting: Council

Date: 11 May 2016

Wards Affected: All Wards

Report Title: Calendar of Meetings for 2016/2017

Is the decision a key decision? No

When does the decision need to be implemented? As soon as possible

Executive Lead Contact Details: Councillor Mills, Deputy Mayor and Executive Lead for Health and Wellbeing and Corporate Services, derek.mills@torbay.gov.uk

Supporting Officer Contact Details: Teresa Buckley, Governance Team Leader, (01803) 207013, teresa.buckley@torbay.gov.uk

1. Proposal and Introduction

To seek approval for the calendar of meetings for the 2016/2017 Municipal Year.

2. Reason for Proposal

- 2.1 The calendar of meetings for 2016/2017 (attached at Appendix 1) has been prepared based on the Council's decision-making structure and in accordance with the Council's Standing Orders.

3. Recommendation(s) / Proposed Decision

- 3.1 That the calendar of meetings for 2016/2017, set out in Appendix 1 to the submitted report, be approved.
- 3.2 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/woman.
- 3.3 That the Priorities and Resources meetings be determined by the Governance Support Manager in consultation with the relevant Chairman/woman once the budget setting process for 2017/2018 has been agreed.

Appendices

Appendix 1: Calendar of Meetings 2016/2017

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 2016/2017.

- 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.

- 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 Since the provisional calendar of meetings has been approved the Council meeting scheduled for 14 July 2016 has been moved and will now be held on 21 July 2016 at the Scala Hall in Brixham and the Appeals Committee (Transport) scheduled for 8 February 2017 has been moved and will now be held on 1 February 2017. With the agreement of the Chairman of the Harbour Committee and the Executive Head of Business Services, the number of meetings of the Harbour Committee has been reduced to three with there no longer being a meeting on 19 September.
- 4.4 The 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 on Thursdays and Council on Thursdays.
- 4.5 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.
- 4.6 It is proposed that the Priorities and Resources meetings will be determined by the Governance Support Manager in consultation with the relevant Chairman once it has been determined how the budget setting process will be run.

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, Chief Finance Officer and the Executive Director of Operations and Finance have been consulted on the draft provisional calendar of meetings for 2016/2017.

Background Documents

Constitution of Torbay Council -

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