



Public Agenda Item: **Yes**

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

Wards Affected: **All Wards in Torbay**

To: **Council** On: **1 March 2012**

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 for the provisional calendar of meetings for the 2012/2013 Municipal Year.

2. Recommendation(s) for decision

- 2.1 **That the provisional calendar of meetings for 2012/2013, 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 Services Manager in consultation with the relevant Chairman.**

3. Key points and reasons for recommendations

- 3.1 The draft provisional calendar of meetings for 2012/2013 (attached at Appendix 1) has been prepared based on the Council's decision-making structure and in accordance with the Council's Standing Orders. 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.

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

**Caroline Taylor
Deputy Chief Executive and Commissioner for Community Safety and Democracy**

Supporting information to Report

A1. Introduction and history

A1.1 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.

A1.2 The following meetings have been scheduled in the calendar for 2012/2013:

- 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;
- Torbay Strategic Partnership; and
- Shadow Health and Wellbeing Board

A1.3 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.

A1.4 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.

A1.5 Meetings of the Employment Committee and Civic Committee are proposed to be held on an ad hoc basis, to be determined by the Democratic Services Manager in consultation with the relevant Chairman/woman.

A2. Risk assessment of preferred option

A2.1 Outline of significant key risks

A2.1.1 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 Democratic Services 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.

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. 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. Meetings on these dates have been avoided wherever possible.

A6. Consultation and Customer Focus

A6.1 The Mayor, Group Leaders and the Chief Executive have been consulted on the draft provisional calendar of meetings for 2012/2013.

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 Provisional Calendar of Meetings 2012/2013

Documents available in members' rooms

None

Background Papers:

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

Constitution of Torbay Council

Torbay Council's Diversity Manual

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

www.interfaithcalendar.org