



Public Agenda Item: **Yes**

Title: **Calendar of Meetings for 2012/2013**

Wards Affected: **All Wards in Torbay**

To: **Adjourned Council** On: **16 May 2012**

Key Decision: **No**

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

Contact Officer: **Lisa Warrillow**

☎ Telephone: **207064**

✉ E.mail: [lisa.warrillow@torbay.gov.uk](mailto:lisa.warrillow@torbay.gov.uk)

---

**1. What we are trying to achieve**

1.1 To seek approval for the calendar of meetings for the 2012/2013 Municipal Year.

**2. Recommendation(s) for decision**

2.1 That the calendar of meetings for 2012/2013, set out in Appendix 1 to this report, be approved.

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. Key points and reasons for recommendations**

3.1 The 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.

**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 The provisional calendar of meetings for 2012/2013 was agreed by Council at its meeting held on 1 March 2012 (Minute 585/3/11 refers). In accordance with Standing Orders it is for the Council at its Annual Meeting to agree the provisional calendar.

A1.2 Following the agreement of the provisional Calendar, the following changes have been made for the final version:

The Council meeting scheduled for 15 November 2012 has been cancelled due to the Police and Crime Commissioner Elections being held on that date.

Further consideration has been given to the frequency and reporting requirements of the Overview and Scrutiny Board and Health Scrutiny Board. The Overview and Scrutiny Co-ordinator has been made aware of the proposed changes and the rationale for them.

In order to make best use of the resources available to it, the number of programmed meetings of the Overview and Scrutiny Board has been reduced. It is proposed that it will now meet prior to each meeting of the Council to enable the Board to consider issues and make recommendations to the Mayor in a timely fashion. Two further meetings have been programmed to give consideration to issues around children's safeguarding and corporate parenting in accordance with the emerging Work Programme of the Board.

The Health Scrutiny Board will still meet four times during the Municipal Year although the proposed January meeting has been moved to February to avoid conflict with the budget scrutiny meetings and the April meeting has been moved to May to enable consideration of the Quality Accounts of the health trusts which is a statutory requirement. The Health Scrutiny Board will now meet at 4.00 p.m.

In addition, a number of meetings of the Priorities and Resources Review Panel have been programmed to enable the Overview and Scrutiny Board to consider and make recommendations on the Mayor's budget proposals for 2013/2014 and beyond.

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 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.

A1.5 Members are recommended to approve the calendar of meetings for 2012/2013, which includes the amendment made to the Council Meeting in December 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 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.

## **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](http://www.interfaithcalendar.org)