

## **DRAFT CALENDAR OF MEETINGS FOR THE MUNICIPAL YEAR 2014/15**

### **Council – 1 April 2014**

Report of Chief Officer Legal and Governance

Status: For Consideration

Key Decision: No

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**Portfolio Holder** Cllr. Fleming

**Contact Officer(s)** Vanessa Etheridge Ext.7199

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**Recommendation:** That the Calendar of Meetings for 2014/15 be approved subject to formal adoption at the Annual Meeting of the Council on 13 May 2014.

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### **Introduction**

- 1 The draft calendar of meetings for the municipal year 2014/15 is attached for consideration. All Members and Senior Officers have been consulted on the draft dates.
- 2 This draft calendar avoids meetings on Mondays and Wednesdays, except for one Licensing Committee on a Monday and one Development Control meeting on a Wednesday. It also attempts to keep meetings away from school holidays as much as is possible, and apart from Development Control Committee keeps August free of formal meetings. In order to avoid adding meetings later in the year, Development Control Committee has now been arranged as much as possible on a three-week cycle. Whilst this increases the number of programmed meetings it more truly reflects the number of meetings that have been historically held in previous municipal years.
- 3 Whilst best endeavours will be maintained to avoid evening meetings on Mondays and Wednesdays it may be necessary to look at these dates if additional meetings are called. All additional meeting dates are set up in consultation with the relevant Chairman.

### **Conclusion**

- 4 It is the responsibility of the Annual Meeting of the Council to confirm the Council's calendar of meetings for the oncoming year. However, it is considered sensible to put it before this meeting of the Council to allow more time for the publication of the calendar and for the booking of meeting rooms.

### **Key Implications**

Financial

None directly arising from this report.

### Legal Implications and Risk Assessment Statement.

The Council is under a legal duty to hold an Annual Meeting during a particular period and to set a Council Tax by a specific date. The calendar proposed here meets those requirements.

### Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	N/A
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	No	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		.

### **Conclusions**

Members are requested to consider the attached draft Calendar of Meetings and recommend it to the meeting of Annual Council for formal adoption.

### **Appendices**

Draft Calendar of meetings for the municipal year 2014/15

**Christine Nuttall**  
**Chief Officer for Legal and Governance**