

Summary Sheet

Committee Name and Date of Committee Meeting

Council – 28 February 2018

Report Title

Calendar of Council and Committee Meetings for the 2018-19 Municipal Year

Is this a Key Decision and has it been included on the Forward Plan?

No

Strategic Director Approving Submission of the Report

Shokat Lal

Report Author(s)

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Ward(s) Affected

All

Summary

The Council amended the Procedure Rules in the Constitution in September 2017 to require the Calendar of Meetings to be presented for approval at the Budget Council meeting. This report is submitted in accordance with that requirement.

Recommendation

That the Calendar of Meetings for the 2018-19 municipal year be approved.

List of Appendices Included

Appendix 1 – Draft Calendar of Meetings 2018-19

Background Papers

None

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

Yes

Exempt from the Press and Public

No

Calendar of Council and Committee Meetings for the 2018-19 Municipal Year

1. Recommendations

1.1 That the Calendar of Meetings for the 2018-19 municipal year be approved.

2. Background

2.1 The calendar of Council and committee meetings for the 2018-19 municipal year is presented for adoption.

3. Key Issues

3.1 The Council amended the Procedure Rules in the Constitution in September 2017 to require the Calendar of Meetings to be presented for approval at the Budget Council meeting. This report is submitted in accordance with that requirement.

3.2 In making the amendment to the Constitution, the Council stipulated that there should be an Annual Meeting, a Budget Council meeting and a minimum of six ordinary Council meetings per year. The proposed schedule of meetings meets that requirement.

3.3 The other significant change from previous years is the inclusion of specific time for seminars or learning and development for Members. These have been included fortnightly on Mondays and Thursdays. Work is ongoing to develop a formal programme of seminars and development sessions throughout the municipal year and will be communicated following review by the Member Development Panel.

4. Consultation

4.1 Committee Chairs have been consulted and agreement has been received where changes have been made to the regular day on which a committee meeting has been held in the previous municipal year.

5. Timetable and Accountability for Implementing this Decision

5.1 The determination of the Calendar of Council and Committee Meetings for the ensuing municipal year is a matter for the Council.

5.2 The Democratic Services Manager will be responsible for the implementation of the calendar and production of the Council Yearbook and Diary.

6. Financial and Procurement Implications

6.1 There are no direct financial or procurement implications associated with this report.

7. Legal Implications

7.1 There are no direct legal implications associated with this report.

8. Human Resources Implications

8.1 There are no direct human resources implications associated with this report.

9. Implications for Children and Young People and Vulnerable Adults

9.1 There are no direct implications for children and young people and vulnerable adults associated with this report.

10. Equalities and Human Rights Implications

10.1 There are no direct equalities or human rights implications associated with this report.

11. Implications for Partners and Other Directorates

11.1 There are no direct implications for partners or other directorates arising from this report.

12. Risks and Mitigation

12.1 There are no risks directly associated with this report.

13. Accountable Officer(s)

James McLaughlin, Democratic Services Manager

Approvals obtained on behalf of:-

	Named Officer	Date
Strategic Director of Finance & Customer Services		
Assistant Director of Legal Services		
Head of Procurement (if appropriate)		
Head of Human Resources (if appropriate)		

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