

Report of	Assistant Chief Executive	Author	Richard Clifford
Title	Calendar of Meetings 2016-17		☎ 507832
Wards affected	Not applicable		

This report proposes a Calendar of Meetings for the 2016-2017 Municipal Year

1. Decision(s) Required

- 1.1 Cabinet is requested to approve the draft Calendar of Meetings for the next municipal year from May 2016 to April 2017.
- 1.2 To delegate authority to cancel meetings to the Chairman of the relevant Committee/Panel in conjunction with the Assistant Chief Executive.

2. Reasons for Decision

- 2.1 The Calendar of Meetings needs to be determined so that decisions for the year can be timetabled into the respective work programmes and the Forward Plan.
- 2.2 Advance notice of the Calendar of Meetings needs to be made available to external organisations, parish councils and other bodies with which the Council works in partnership and to those members of the public who may wish to attend meetings of the council and make representations.
- 2.3 The meeting rooms also need to be reserved as soon as possible so that room bookings can be made for private functions by private individuals, external organisations and internal Council groups.
- 2.4 A formal arrangement needs to be in place for the cancellation of meetings that no longer need to be held.

3. Alternative Options

- 3.1 This proposal has been largely devised based on the current meeting structure and frequency. It would be possible to devise alternative proposals using different criteria.

4. Proposals

- 4.1 The attached draft Calendar of Meetings for 2016-17 is largely based on the current meeting structure and frequency of meetings. The following matters have also been taken into consideration:-

- The Municipal Year to begin with the Annual Meeting on 25 May 2016.
- No Cabinet meetings in the six weeks before the local elections in May 2017;
- A minimum of a two week gap between Council and Cabinet meetings.

- To facilitate the hearing of call ins, a Scrutiny Committee meeting to follow after a Cabinet meeting;
- Nine member training days between June 2016 and March 2017;
- Political group meetings in advance of meetings of Council and Cabinet
- No meetings of Council or Cabinet/Revolving Investment Fund Committee during the party political conference season in late September/early October.

4.2 The Calendar of Meetings 2016-17 comprises:-

- Council – the Annual Meeting plus four Council meetings. Council meetings are scheduled for Wednesdays, with the exception of the December meeting, which is scheduled for a Thursday to avoid the difficulties caused by the clash with late night shopping that would ensue if the meeting were held on Wednesday.
- Cabinet – seven meetings on a Wednesday.
- Governance Committee – six meetings on a Tuesday.
- Local Plan Committee – six meetings on a Monday.
- Licensing Committee – eight meetings on a Wednesday.
- Licensing Sub-Committee Hearings – Meetings for sub-committee hearings of the Licensing Committee have been scheduled for a number of Fridays, to be held during the day. A number of weeks have been left free to enable commercial bookings to be taken. It is not anticipated that a sub-committee meeting will be held on each of the dates scheduled but it is necessary to have the flexibility for meetings to be called at short notice.
- Planning Committee – 22 meetings on a Thursday. As established in the current schedule, the Committee moves to a three week cycle during July, August and September with a two weekly cycle throughout the rest of the year.
- Scrutiny Panel – nine meetings on a Tuesday.
- Trading Board – six meetings on a Wednesday.
- Revolving Investment Fund Committee – six daytime meetings largely on a Wednesday.
- Occasionally it proves necessary to schedule additional meetings of Committee and Panels at short notice. Six “reserve” dates have been included in the Calendar where meeting rooms will be booked. This will facilitate the scheduling of additional/urgent meetings. These meeting dates will not be used unless needed.
- The following Civic events have also been included for completeness:

Opening of the Oyster Fishery 2 September 2016
Oyster Feast 28 October 2016

5. Financial implications

- 5.1 In general terms the costs are those associated with the meetings process such as the number of panels/committee, hallkeeping charges, agenda printing costs and members travelling allowances. The costs are covered by existing budgets.

6. Consultation

- 6.1 Consultation has been undertaken with the Mayor, the Deputy Mayor, Executive Management Team and Heads of Service.

7. Publicity Implications

- 7.1 The dates of council meetings are published on the Council's website. They are also distributed to parish council and advertised at Council offices and libraries throughout the borough.

8. Equality and Diversity Implications

- 8.1 An Equality Impact Assessment covering the Council's decision making and meetings processes has been completed and can be found by on the Council's website www.colchester.gov.uk following the route: Home/Council and Democracy/Polices, Strategies and Performance/Equality and Diversity/Equality Impact Assessments/Decision Making and Meetings or by clicking on the link below:-

[Decision Making and Meetings EQIA](#)

9. Standard References

- 9.1 It is considered that there are no direct Strategic Plan references, human rights, community safety, health and safety and risk management implications raised by this report.

2016

		May		June		July		August
Mon							1	
Tue							2	
Wed			1				3	Trading Board
Thu			2				4	Planning Committee
Fri			3		1		5	
Sat			4		2		6	
Sun	1		5		3		7	
Mon	2	Bank Holiday	6	Groups	4		8	
Tue	3		7		5		9	
Wed	4		8	Cabinet	6	Licensing Committee	10	Revolving Investment Fund Committee
Thu	5	Elections	9	Planning Committee	7		11	
Fri	6		10		8	Licensing Sub-Committee	12	Licensing Sub-Committee
Sat	7		11		9		13	
Sun	8		12		10		14	
Mon	9		13	Local Plan Committee	11	Groups	15	Local Plan Committee
Tue	10		14	Training	12		16	Training
Wed	11		15	Licensing Committee	13	Cabinet	17	Reserve Meeting Date
Thu	12		16		14	Planning Committee	18	
Fri	13		17		15		19	
Sat	14		18		16		20	
Sun	15		19		17		21	
Mon	16		20		18		22	
Tue	17		21	Scrutiny Panel	19	Scrutiny Panel	23	Scrutiny Panel
Wed	18		22	Trading Board	20	Training	24	Licensing Committee
Thu	19		23	Planning Committee	21		25	Planning Committee
Fri	20		24		22		26	Licensing Sub-Committee
Sat	21		25		23		27	
Sun	22		26		24		28	
Mon	23	Groups	27	Reserve Meeting Date	25	Groups	29	Bank Holiday
Tue	24		28	Governance Committee	26	Governance Committee	30	
Wed	25	Annual Meeting	29	Revolving Investment Fund Committee	27	Council	31	
Thu	26	Planning Committee	30		28			
Fri	27	Licensing Sub-Committee			29	Licensing Sub-Committee		
Sat	28				30			
Sun	29				31			
Mon	30	Bank Holiday						
Tue	31							

¹ Daytime meeting

Light shading = Essex school holidays

2016

		September		October		November		December
Mon								
Tue					1			
Wed					2	Council		
Thu	1				3	Planning Committee	1	Planning Committee
Fri	2	Opening of Oyster Fishery			4	Licensing Sub-Committee	2	
Sat	3		1		5		3	
Sun	4		2		6		4	
Mon	5	Groups	3	Local Plan Committee	7		5	Groups
Tue	6		4	Training	8	Scrutiny Panel	6	Training
Wed	7	Cabinet	5	Reserve Meeting Date	9	Training	7	
Thu	8		6	Planning Committee	10		8	Council
Fri	9	Licensing Sub-Committee	7		11		9	Licensing Sub-Committee
Sat	10		8		12		10	
Sun	11		9		13		11	
Mon	12		10	Groups	14		12	
Tue	13	Governance Committee	11	Governance Committee	15	Reserve Meeting Date	13	Scrutiny Panel
Wed	14	Licensing Committee	12	Cabinet	16	Revolving Investment Fund Committee	14	Licensing Committee
Thu	15	Planning Committee	13		17	Planning Committee	15	Planning Committee
Fri	16		14	Licensing Sub-Committee	18		16	
Sat	17		15		19		17	
Sun	18		16		20		18	
Mon	19		17		21		19	Local Plan Committee
Tue	20	Scrutiny Panel	18	Revolving Investment Fund Committee	22	Governance Committee	20	
Wed	21	Reserve Meeting Date	19	Licensing Committee	23	Trading Board	21	
Thu	22		20	Planning Committee	24		22	
Fri	23		21		25	Licensing Sub-Committee	23	
Sat	24		22		26		24	
Sun	25		23		27		25	
Mon	26		24		28	Groups	26	Bank Holiday
Tue	27		25		29		27	Bank Holiday
Wed	28	Trading Board	26		30	Cabinet	28	
Thu	29		27				29	
Fri	30	Licensing Sub-Committee	28	Oyster Feast			30	
Sat			29				31	
Sun			30					
Mon			31	Groups				

¹Daytime meeting Light shading = Essex school holiday; Party conferences –Lib Dem

2017

		January		February		March		April
Mon								
Tue								
Wed			1	Cabinet	1	Revolving Investment Fund Committee		
Thu			2	Planning Committee	2	Planning Committee		
Fri			3		3			
Sat			4		4		1	
Sun	1		5		5		2	
Mon	2	Bank Holiday	6	Local Plan Committee	6		3	
Tue	3		7		7	Training	4	
Wed	4		8	Reserve Meeting Date	8	Licensing Committee	5	
Thu	5	Planning Committee	9		9		6	
Fri	6		10		10	Licensing Sub-Committee	7	
Sat	7		11		11		8	
Sun	8		12		12		9	
Mon	9	Training	13		13	Groups	10	
Tue	10	Revolving Investment Fund Committee	14	Training	14		11	
Wed	11	Licensing Committee	15		15	Cabinet	12	
Thu	12		16	Planning Committee	16	Planning Committee	13	Planning Committee
Fri	13	Licensing Sub-Committee	17		17		14	Bank Holiday
Sat	14		18		18		15	
Sun	15		19		19		16	
Mon	16		20	Groups	20		17	Bank Holiday
Tue	17	Governance Committee	21		21		18	
Wed	18		22	Council	22	Trading Board	19	
Thu	19	Planning Committee	23		23		20	
Fri	20		24	Licensing Sub-Committee	24		21	
Sat	21		25		25		22	
Sun	22		26		26		23	
Mon	23		27		27	Local Plan Committee	24	
Tue	24		28	Scrutiny Panel	28	Scrutiny Panel	25	
Wed	25	Trading Board			29		26	
Thu	26				30	Planning Committee	27	Planning Committee
Fri	27				31		28	Licensing Sub-Committee
Sat	28						29	
Sun	29						30	
Mon	30	Groups						
Tue	31	Scrutiny Panel						

¹ Daytime meeting; Light shading = Essex school holidays

2017

		May
Mon	1	<i>Bank Holiday</i>
Tue	2	
Wed	3	
Thu	4	Elections
Fri	5	
Sat	6	
Sun	7	
Mon	8	
Tue	9	
Wed	10	
Thu	11	
Fri	12	
Sat	13	
Sun	14	
Mon	15	
Tue	16	
Wed	17	
Thu	18	
Fri	19	
Sat	20	
Sun	21	
Mon	22	
Tue	23	
Wed	24	Annual Meeting
Thu	25	
Fri	26	
Sat	27	
Sun	28	
Mon	29	<i>Bank Holiday</i>
Tue	30	
Wed	31	
Thu		
Fri		
Sat		
Sun		
Mon		
Tue		

