

Cabinet

20 December 2016

Item
10(i)

Report of	Assistant Chief Executive	Author	Richard Clifford ☎ 507832 Zoe Gentry ☎ 506055
Title	Calendar of Meetings 2017-18		
Wards affected	Not applicable		

This report proposes a Calendar of Meetings for the 2017-2018 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 2017 to April 2018.
- 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 2017-18 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 24 May 2017.

- No Cabinet meetings in the six weeks before the local elections in May 2018;
- 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;
- 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 2017-18 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 and Audit Committee – six meetings on a Tuesday.
- Local Plan Committee – six meetings on a Monday.
- Licensing Committee – eight meetings on a Wednesday. A number of Sub-Committee hearings are also scheduled on Friday mornings. Not all of these will necessarily be used as hearings are scheduled on ad-hoc basis as required.
- Planning Committee – 21 meetings on a Thursday. As established in the current schedule, the Committee moves to a three week cycle during July - October 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 meetings on a Wednesday.
- Nine member training sessions between June 2017 and March 2018;
- 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 1 September 2017
 - Oyster Feast 27 October 2017
 - Remembrance Sunday 12 November 2017
 - St George’s Day Service 22 April 2018

- 4.3 The Governance Committee is currently undertaking a review of meetings processes and ways of working, which is looking at issues including the timing and location of meetings. If the outcome of the review should have any implications for the Calendar this will be considered at that point. However, it would be practical to delay agreeing the Calendar o await the outcome of the review.

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, Heads of Service and Colchester Borough Homes.

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.

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

* Daytime meeting

Light shading = Essex school holidays

2017

		September		October		November		December
Mon								
Tue								
Wed					1	FULL COUNCIL		
Thu					2	Planning Committee		
Fri	1	OPENING OF THE FISHERIES			3		1	
Sat	2				4		2	
Sun	3		1		5		3	
Mon	4	Groups	2	Local Plan Committee	6		4	Groups
Tue	5	Training	3	Training	7	Scrutiny Panel	5	Training
Wed	6	Cabinet	4	Licensing Committee	8	Training	6	Revolving Investment Fund Committee
Thu	7	Planning Committee	5		9		7	FULL COUNCIL
Fri	8	Licensing Sub-Committee*	6		10		8	Licensing Sub-Committee*
Sat	9		7		11		9	
Sun	10		8		12	Remembrance Sunday	10	
Mon	11		9	Groups	13		11	
Tue	12	Scrutiny/Crime and Disorder	10		14	Reserve Meeting date	12	Scrutiny Panel
Wed	13	Licensing Committee	11	Cabinet	15	Trading Board	13	Licensing Committee
Thu	14		12		16	Planning Committee	14	Planning Committee
Fri	15		13		17	Licensing Sub-Committee*	15	
Sat	16		14		18		16	
Sun	17		15		19		17	
Mon	18		16		20	Groups	18	Local Plan Committee
Tue	19	Governance and Audit Committee	17	Governance and Audit Committee	21		19	
Wed	20	Trading Board	18	Revolving Investment Fund Committee	22	Cabinet	20	
Thu	21		19	Planning Committee	23		21	
Fri	22		20	Licensing Sub-Committee*	24		22	
Sat	23		21		25		23	
Sun	24		22		26		24	
Mon	25		23		27		25	
Tue	26		24		28	Governance Committee	26	
Wed	27	Reserve Meeting date	25		29		27	
Thu	28	Planning Committee	26		30	Planning Committee	28	
Fri	29	Licensing Sub-Committee*	27	OYSTER FEAST			29	
Sat	30		28				30	
Sun			29				31	
Mon			30	GROUPS				
			31					

¹Daytime meeting Light shading = Essex school holiday;

2018

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

* Daytime meeting; Light shading = Essex school holidays

2018

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