

REPORT TO: Council

22 February 2018

LEAD OFFICER: Head of People and Organisational Development

Calendar of Meetings 2018/19

Purpose

1. To seek approval of the draft Calendar of Meetings 2018/19.

Recommendations

2. That Council approves the Calendar of Meetings 2018/19 as set out at Appendix A.

Reasons for Recommendations

3. Adopting an annual Calendar of Meetings will provide a framework for the democratic and decision making processes of the Council.

Background

4. A draft Calendar of Meetings for 2018/19 has been prepared to enable the effective consideration of Council business and covers the period from May 2018 to May 2019. A copy of the draft Calendar is attached at Appendix A.
5. Council's attention is particularly drawn to the following points:-
 - (a) Planning Committee – officers have sought to avoid a clash with dates for meetings of Cambridge City Council's Planning Committee (in view of the proposed shared service) in addition to the dates for the Joint Development Control Committee. Planning Committee dates have therefore generally moved to the second Wednesday of each month (except for the first meeting of 2018/19 and January 2019).
 - (b) Audit and Corporate Governance – The statutory date for approval of the Annual Report and Accounts has been brought forward to the end of July. The draft calendar reflects this new statutory deadline.
 - (c) January Council – Owing to statutory changes which are effective from 2019, there is no longer any business requiring a Council meeting to be held in January. Business which previously was dealt with at the Council in January can be submitted to the February meeting.
6. The Chairman of the Council and Chairmen of Committees have the power to call extraordinary meetings when required to accommodate urgent or unscheduled business or to change a meeting date where circumstances require.

Options

7. None. The Calendar of Meetings will provide a framework for effective and planned decision making and enables both Councillors and the public to be aware of forthcoming meeting dates.

Implications

8. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, no significant implications have been identified.

Consultation responses

9. Feedback from EMT incorporated.

Effect on Strategic Aims

Aim D – An Innovative and Dynamic Organisation

10. Adopting an Annual Calendar of Meetings facilitates effective scheduling of Council decision making.

Background Papers

Where [the Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012](#) require documents to be open to inspection by members of the public, they must be available for inspection: -

- (a) at all reasonable hours at the offices of South Cambridgeshire District Council;
- (b) on the Council's website; and
- (c) in the case of documents to be available for inspection pursuant to regulation 15, on payment of a reasonable fee required by the Council by the person seeking to inspect the documents at the offices of South Cambridgeshire District Council.

None

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