

**REPORT TO:** Council

21 February 2019

**LEAD OFFICER:** Head of People and Organisational Development

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## **Calendar of Meetings 2019/20**

### **Purpose**

1. To seek approval of the draft Calendar of Meetings 2019/20.

### **Recommendations**

2. That Council approves the Calendar of Meetings 2019/20 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 2019/20 has been prepared to enable the effective consideration of Council business and covers the period from May 2019 to May 2020. A copy of the draft Calendar is attached at Appendix A.
5. Officers have endeavoured, wherever possible, to take account of meeting dates of the Full Council of Cambridgeshire County Council, the Combined Authority and Greater Cambridgeshire Partnership. However, unfortunately it has not been possible to avoid clashes with all County Council committees.
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.

### **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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