

ANNUAL COUNCIL

Wednesday, 17 May 2017

CALENDAR OF MEETINGS FOR 2018/19 (REP1473)**EXECUTIVE SUMMARY**

1. To seek approval for the Calendar of Meetings for the 2018 /19 municipal year.
2. The Calendar of Meetings provides the framework for the democratic and decision-making processes that will underpin the delivery of the key priorities identified within the Council's East Suffolk Business Plan for 2015 – 2023.

Is the report Open or Exempt?	Open
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Wards Affected:	None directly effected in relation to this report
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Cabinet Member:	Leader of the Council
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Supporting Officer:	Hilary Slater Monitoring Officer and Head of Legal & Democratic Services (01394) 444336 hilary.slater@eastsoffolk.gov.uk
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1 INTRODUCTION

- 1.1 The Calendar of Meetings for 2018/19 has been compiled to enable the effective consideration of Council business and covers the period from May 2018 to April 2019. A copy of the proposed Calendar of Meetings for 2018/19 is attached as Appendix A.
- 1.2 Previously, the start time of meetings has been standardised in order to give consistency and to accommodate the anticipated volume of business. The start time for Cabinet meetings will be later for those meetings held at venues other than at the Riverside to enable Members and the public to travel to alternative premises.
- 1.3 The Chairman of the Council / Chairmen of Committees have the power to call additional or 'Extraordinary' meetings when required, to accommodate urgent or unscheduled items of business or to change a meeting date to reflect unexpected circumstances (eg bad weather etc).
- 1.4 The Calendar (once approved) and a Monthly Programme of Meetings will be publicised at the Council's main offices at the Riverside in accordance with statutory requirements and will also be available to view on the Council's website: www.eastsuffolk.gov.uk

2 FINANCIAL AND GOVERNANCE IMPLICATIONS

- 2.1 There are statutory and constitutional requirements to hold Council meetings to formulate decisions and to approve policies / strategies. The publication of Agendas and reports for meetings are undertaken in accordance with statutory requirements.
- 2.2 Meetings have been scheduled to enable effective decision-making whilst making the best use of resources. The meetings have also been programmed to ensure that decision-making is undertaken in a timely way to help with the implementation of Council strategies, plans, priorities and in fulfilling statutory and constitutional obligations.
- 2.3 The public and press can attend Council meetings (including Committees and Sub-Committees) when 'open' items of business are being considered. The Agenda and accompanying reports for meetings are made available to view on the Council's website. Publication of the Calendar of Meetings allows the public to know in advance when Council and Committee meetings are being held.
- 2.4 The cost of administering all of the proposed meetings can be met from within existing budgets.

3 OTHER KEY ISSUES

- 3.1 Council and Committee meetings are convened in venues that meet the requirements of the Equality Act 2010 in terms of public accessibility in order to ensure access to Council meetings for all. In addition, copies of the Agenda, reports or supporting documentation can be made available in large print, Braille or in a different language, on request.

4 CONSULTATION

- 4.1 Suffolk Coastal District Council and Suffolk County Council have not yet formulated their Calendar of Meetings for 2018/19. It has not therefore been possible to formally consult with them in order to avoid the holding of meetings on the same day. However, once approved, copies of the Calendar of Meetings will be shared with these organisations to influence their future programme of meetings.

5 OTHER OPTIONS CONSIDERED

5.1 None. The Calendar of Meetings provides the framework for the Council’s democratic and decision-making processes and is a statutory requirement. It also enables all Members of the Council to plan and insert proposed meeting dates in their diaries in advance and allows the public and press to view future meeting dates.

6 REASON FOR RECOMMENDATION

6.1 To enable the effective scheduling of Council business for 2018/19.

RECOMMENDATION

That the Calendar of Meetings for 2018/19 be approved.

APPENDICES

Appendix A	Draft Calendar of Meetings for 2018/19
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BACKGROUND PAPERS - None