

Report of:	Meeting	Date	Item No.
The Leader of the Council (Cllr Gibson) and Philippa Davies (Corporate Director of Resources)	Council	adjourned from 27 November 2014 to be considered on 22 January 2015	7

<b>CALENDAR OF MEETINGS 2015/16</b>
-------------------------------------

**1. Purpose of Report**

1.1 To enable a proposed programme of meetings for 2015/16 to be confirmed.

**2. Outcomes**

2.1 Effective democratic decision making.

**3. Recommendation**

3.1 That the Calendar of Meetings for 2015/16, attached as Appendix 1, be approved.

**4. Background**

4.1 The proposed programme of meetings for 2015/16 follows a similar pattern to the programme for the current year.

**5. Key Issues and Proposals**

5.1 The suggested times, frequency and dates for each type of meeting are listed in Appendix 2 with any adjustments to the usual pattern being referred to in the appendix. No changes of any note are proposed.

<b>IMPLICATIONS</b>	
Finance	None arising directly from this report.
Legal	The proposed schedule of meetings meets with the requirements of the law and the Council's Constitution.

### **OTHER RISKS/IMPLICATIONS: CHECKLIST**

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

<b>Implications</b>	<b>✓ / x</b>
Community Safety	x
Equality and Diversity	x
Sustainability	x
Health and Safety	x

<b>Risks/Implications</b>	<b>✓ / x</b>
Asset Management	x
Climate Change	x
Data Protection	x

Report Author	Telephone No.	Email	Date
Roy Saunders	01253 887481	roy.saunders@wyre.gov.uk	10/11/14

<b>List of Background Papers:</b>		
Name of Document	Date	Where available for inspection
None	-	-

### **LIST OF APPENDICES**

Appendix 1 Proposed Calendar of Meetings for 2015/16

Appendix 2 List of proposed dates of meetings for 2015/16

## CALENDAR OF MEETINGS 2015/16

	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
MON		1 O&S								1			
TUE		2			1			1 CG		2	1 CG		
WED		3 (MB) CAB PLAN	1 (MB) CAB PLAN		2 (MT) PLAN			2(MB) CAB PLAN		3 (MT) PLAN	2 (MT) PLAN		
THU		4	2		3	1		3 COU		4	3 COU xx		
FRI	1	5	3		4	2		4	1 BH	5	4	1	
SAT	2	6	4	1	5	3		5	2	6	5	2	
SUN	3	7	5	2	6	4	1	6	3	7	6	3	1
MON	4 BH	8	6 E&A	3 O&S	7 LG	5	2 E&A	7 O&S	4	8 O&S	7 O&S	4	2 BH
TUE	5	9	7	4	8 CG	6	3	8	5	9	8 AUDIT 6pm	5	3
WED	6	10 (MT)	8 (MT)	5 (MT) PLAN	9 (MB) CAB	7 (MB) PLAN	4 (MB) PLAN	9 (MT)	6 (MT) PLAN	10 (MB)	9 (MB)	6 (MB) PLAN	4 (MB) CAB PLAN
THU	7 ELECTIONS	11 STA	9	6	10 COU	8	5 STA	10	7	11	10	7	5
FRI	8	12	10	7	11	9	6	11	8	12	11	8	6
SAT	9	13	11	8	12	10	7	12	9	13	12	9	7
SUN	10	14	12	9	13	11	8	13	10	14	13	10	8
MON	11 CG (Annual)	15 CDG	13	10	14 O&S	12 O&S	9 O&S	14 CDG	11 O&S	15	14 E&A	11 LG	9
TUE	12	16	14	11	15	13	10 AUDIT 2pm	15	12	16	15	12 CG	10
WED	13 (MT)	17 (MB)	15 (MB)	12 (MB)	16 (MT)	14 (MT)	11 (MT)	16 (MB)	13 (MB)	17 (MT) CABxx	16 (MT)	13 (MT)	11 (MT)
THU	14	18 LIC	16	13	17	15	12	17	14	18	17 STA	14 COU	12
FRI	15	19	17	14	18	16	13	18	15	19	18	15	13
SAT	16	20	18	15	19	17	14	19	16	20	19	16	14
SUN	17	21	19	16	20	18	15	20	17	21	20	17	15
MON	18 LG	22 LG	20	17	21 CDG	19 LG	16	21	18 LG	22	21 CDG	18 O&S	16 LG
TUE	19 CG	23 CG	21	18	22 AUDIT 6pm	20 CG	17	22	19 CG	23	22	19	17 CG
WED	20 (MB)	24 (MT)	22 (MT)	19 (MT)	23 (MB)	21 (MB) CAB	18 (MB)	23	20 (MT) CAB	24 (MB)	23 (MB) CAB	20 (MB)	18 (MB)
THU	21 COU ANNUAL	25 COU	23 LIC	20	24 LIC	22 COU	19	24	21 COU	25 LIC	24	21	19 COU ANNUAL
FRI	22	26	24	21	25	23	20	25 BH	22	26	25 BH	22	20
SAT	23	27	25	22	26	24	21	26	23	27	26	23	21
SUN	24	28	26	23	27	25	22	27	24	28	27	24	22
MON	25 BH	29 O&S	27 LG	24	28	26	23	28 BH	25	29 LG	28 BH	25	23
TUE	26 AUDIT 6pm	30 AUDIT 2pm	28 CG	25	29	27	24	29	26		29	26	24
WED	27 (MT)		29 (MB) CAB	26 (MB)	30 (MT)	28 (MT)	25 (MT)	30	27 (MB)		30 (MT)	27 (MT)	25 (MT)
THU	28 LIC		30 COU	27 LIC		29 LIC	26 LIC	31	28 LIC		31 LIC	28 LIC	26
FRI	29		31	28		30	27		29			29	27
SAT	30			29		31	28		30			30	28
SUN	31			30			29		31				29
MON				31 BH			30 LG						30 BH
TUE													31

**Key**

COU ANNUAL = Annual Council Meeting 7.00 pm

CG = Conservative Group  
LG = Labour Group

CAB = Cabinet - 6.00 pm

COU = Council - 7.00 pm

STA = Standards Committee - 6.00 pm

AUDIT = Audit Committee - 2.00 pm or 6.00pm

E&amp;A = Employment &amp; Appeals Committee - 6.00 pm

CDG - Councillor Development Group – 6.00pm

O&amp;S = Overview and Scrutiny Committee - 6.00 pm

PLAN = Planning Committee - 2.00 pm

LIC = Licensing Committee - 6.00 pm

MB = Management Board

MT = Management Team

**DATES OF MEETINGS 2015/16**

**COUNCIL**

The 2015/16 Annual Meeting in 2015 is one week later than in 2014 because of the need for time to prepare and publish reports on the appointment of a Leader and Cabinet, as well as Committees, following the elections to be held on 7 May 2015. Subsequent meetings prior to Christmas are also slightly later as a consequence.

8 meetings (excluding Annual Meetings)  
Approximately 6 weekly frequency. Thursdays at 7.00 pm

21 May 2015 (Annual meeting 2015/16)

25 June 2015

30 July 2015

10 September 2015

22 October 2015

3 December 2015

21 January 2016

3 March 2016 (Budget meeting)

14 April 2016

19 May 2016 (Annual Meeting 2016/17)

**AUDIT COMMITTEE**

5 meetings. Not evenly spaced, but similar pattern as in 2014/15. Scheduled to fit in with the requirements of the Audit Plan and various statutory deadlines. Tuesdays, alternately at 6 pm and 2 pm, as previously agreed by the Committee.

26 May 2015                      6 pm

30 June 2015                     2 pm

22 September 2015             6 pm

10 November 2015              2 pm

8 March 2016                     6 pm

**EMPLOYMENT AND APPEALS COMMITTEE**

3 meetings. Same pattern as in 2014/15. Mondays at 6 pm.

6 July 2015

2 November 2015

14 March 2016

## **OVERVIEW AND SCRUTINY COMMITTEE**

11 meetings – same number as in 2014/15, Mondays at 6pm. Generally, 4 weekly interval between meetings, but some meetings put back by a week or two to avoid clashes with pre-Council group meetings and/or the Summer, Christmas and Easter holiday periods.

1 June 2015

29 June 2015

3 August 2015

14 September 2015

12 October 2015

9 November 2015

7 December 2015

11 January 2016

8 February 2016

7 March 2016

18 April 2016

## **PLANNING COMMITTEE**

12 meetings – First Wednesday of each month, at 2 pm.

3 June 2015

1 July 2015

5 August 2015

2 September 2015

7 October 2015

4 November 2015

2 December 2015

6 January 2016

3 February 2016

2 March 2016

6 April 2016

4 May 2016

## **LICENSING COMMITTEE**

11 meetings – Last Thursday of each month, except December, at 6 pm. As in previous years, monthly meetings have been scheduled to enable statutory deadlines to be met if applications are received. Whilst it is possible that a number of these meetings will not be needed, it is easier to schedule meetings on a monthly basis than to have to add extra meetings at short notice. The current Chairman of the Committee has also recently indicated that it might be productive to use some of the allocated dates to provide training or briefing sessions to Members of the Committee, if there are no specific applications to be decided.

28 May 2015

18 June 2015

23 July 2015

27 August 2015

24 September 2015

29 October 2015

26 November 2015

28 January 2016

25 February 2016

31 March 2016

28 April 2016

## **STANDARDS COMMITTEE**

3 meetings scheduled - Thursdays at 6 pm.

Evenly spaced throughout the year. Same pattern as in 2014/15. Additional meetings will be organised, if necessary, to deal with particular Code of Conduct issues.

11 June 2015

5 November 2015

17 March 2016

## **CABINET**

10 meetings. Same pattern as in 2014/15. Approximately 6 weekly, Wednesdays at 6pm. (On same day as Management Board meetings, except for 20 January when not synchronised because of deadlines for Capital Programme monitoring and 17 February which is a special meeting in consideration of the Revenue and Capital Estimates).

3 June 2015

1 July 2015

29 July 2015

9 September 2015

21 October 2015

2 December 2015

20 January 2016 (Delayed by 1 week to accommodate 3rd Quarter Capital Programme Review)

17 February 2016 (Budget meeting)

23 March 2016

4 May 2016

## **COUNCILLOR DEVELOPMENT GROUP**

4 Meetings. Same pattern as in 2014/15. Mondays at 6.00pm.

15 June 2015

21 September 2015

14 December 2015

21 March 2016

**Conservative Group** Tuesday before each Council Meeting

**Labour Group** Monday before each Council Meeting