

DRAFT SCHEDULE OF COUNCIL AND COMMITTEE MEETINGS JANUARY 2017 – DECEMBER 2017	20TH SEPTEMBER 2016
CORPORATE POLICY AND RESOURCES COMMITTEE	For Decision

Linkage to Council Strategy (2015-19)	
Strategic Theme	Leader and Champion
Outcome	Provide Civic Leadership
Lead Officer	Director of Performance
Cost: (If applicable)	N/A

1.0 Background

The day and frequency of Council and Committee meetings has been previously agreed by Council.

- Environmental Service Committee - 1st Tuesday at 7pm;
- Leisure and Development Committee; - 2nd Tuesday at 7pm;
- Corporate Policy and Resources Committee - 3rd Tuesday at 7pm;
- Planning Committee (with full Council powers) - 4th Wednesday at 2pm;
- Audit Committee - Quarterly on 2nd Wednesday at 7pm;
- Council Meeting - 4th Tuesday at 7pm.

The last schedule of meetings approved listed meetings to the end of December 2016.

1.1 Proposed schedule of meetings

A draft schedule of meetings is attached at **Appendix 1**. The proposal takes account of previous suggestions by Council to avoid key holiday periods (Easter Week and the Christmas / New Year period) whilst creating a recess from Committee business in July.

- 1.2** Dates for the Planning Committee have been included. However, the Planning Committee will consider a recommendation to recess in July at its meeting on 28th September 2016.

2.0 Recommendation

It is recommended that Committee approves the schedule of meetings January 2017 – December 2017 as detailed.

Draft schedule of meetings January 2017 – December 2017

APPENDIX 1

Committee/Council	Time	Month													
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec		
Environmental Services rotation - <i>on the 1st Tuesday of the month</i>	7.00pm	New Year	7 th	7 th	4 th	2 nd	6 th	Summer recess	1 st	5 th	3 rd	7 th	5 th		
Leisure & Development rotation - <i>on the 2nd Tuesday of the month</i>	7.00pm	10 th	14 th	14 th	11 th	9 th	13 th		8 th	12 th	10 th	14 th	12 th		
Audit Committee rotation - <i>on the 2nd Wednesday Quarterly</i>	7.00pm			8 th			14 th			13 th			13 th		
Corporate Policy & Resources rotation - <i>on the 3rd Tuesday of the month</i>	7.00pm	17 th	21 st	21 st	18 th Easter Holiday Wed 12th¹	16 th	20 th		15 th	19 th	17 th	21 st	19 th Wed 14th		
Council rotation - <i>on the 4th Tuesday of the month</i>	7.00pm	24 th	28 th	28 th	25 th	23 rd	5 th ₂		27 th	25 th	22 nd	26 th	24 th	28 th	26 th Boxing Day 19th
Planning rotation - <i>on the 4th Wednesday of the month</i>	2.00pm	25 th	22 nd	22 nd	26 th	24 th	28 th		26 th ³ (TBC)	23 rd	27 th	25 th	22 nd	27 th 20th	

¹ Standing Orders: 1(5) states that meetings which fall on a Bank/Public Holiday should be held on the next following weekday instead. It has been the practice of Council to move such meetings to the previous week to avoid holding meetings during Christmas/New Year and Easter holiday periods.

² Annual Meeting

³ The Planning Meetings will be reviewed – July recess to be confirmed.