

Bolsover District Council

Council

7th March 2018

Proposed Calendar Of Meetings 2018/19

Report of the Assistant Director – Governance & Monitoring Officer

This report is public.

Purpose of the Report

- To present for Council's approval the calendar of meetings for 2018/19.

1 Report Details

1.1 Attached at **Appendix 1** is the proposed calendar of meetings for 2018/19.

1.2 The calendar has been drawn up using the rules previously used in relation to:

- Facilitation for consideration of statutory business within legal deadlines;
- Member preferences for commencement times and days of the week;
- Frequency of meetings as set out in the constitution.

1.3 Members are asked to note the following points:

- Healthy, Safe, Clean and Green Scrutiny Committee meetings have been moved from Tuesdays to Fridays.
- Union/Employee Consultation Committee and Safety Committee have been moved from Mondays to Thursdays.
- There will again be briefings held prior to the first meetings of Licensing, Planning and Audit Committees. This will be an opportunity for members to refresh themselves about the functions of the committee and their role within it.
- Training for all chairs and vice chairs will be arranged shortly after the Annual Council Meeting.
- Member Development Sessions have been scheduled with half the sessions as stand-alone meetings, and the other half on the same day as other meetings. This was proposed to reflect the mixture of preferences in responses to the Members' training needs survey.

- All members and officers will be electronically invited to the meetings listed in the calendar.
- Details of the Member Induction Programme in May 2019 will be agreed at a later date.

2 Conclusions and Reasons for Recommendation

- 2.1 To ensure the Council has in place an effective and efficient calendar of meetings for 2018/19 that meets the needs of members.

3 Consultation and Equality Impact

- 3.1 The draft calendar has been sent to Senior Management Team and officers in Planning, Performance, Scrutiny and Finance for comment.
- 3.2 Representatives of the unions were also consulted on the proposed dates for the UECC and Safety Committee meetings.

4 Alternative Options and Reasons for Rejection

- 4.1 N/A

5 Implications

5.1 Finance and Risk Implications

- 5.1.1 The draft calendar has the same number of meetings and meetings the same deadlines as previous years. There should therefore be no impact in terms of resource required to implement this calendar of meetings.

5.2 Legal Implications including Data Protection

- 5.2.1 The calendar of meetings has taken into account the statutory timetables for certain business to be concluded, such as budget setting and closing of the accounts.

5.3 Human Resources Implications

- 5.3.1 As set out at 5.1.1, there should be no implications in terms of staffing levels required to implement this calendar of meetings.

6 Recommendations

- 6.1 That the 2018/19 calendar of meetings, attached at Appendix 1, be approved and the points outlined in paragraph 1.3 be noted.
- 6.2 That delegated authority be granted to the Governance Manager following consultation with the Leader of the Council and the Chairmen of the relevant Committee(s)/Working Group(s) and the Chief Executive, to amend the Calendar of Meetings 2018/19 as and when required.

7 Decision Information

<p>Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: BDC: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> NEDDC: Revenue - £100,000 <input type="checkbox"/> Capital - £250,000 <input type="checkbox"/> <input checked="" type="checkbox"/> Please indicate which threshold applies</p>	No
<p>Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)</p>	No
<p>District Wards Affected</p>	None
<p>Links to Corporate Plan priorities or Policy Framework</p>	Demonstrating good governance

8 Document Information

Appendix No	Title	
1	Draft Calendar of Meetings 2018/19	
<p>Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)</p>		
N/A		
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