

Bolsover District Council

Council

3rd April 2019

PROPOSED CALENDAR OF MEETINGS 2019/20

Report of the Portfolio Holder for Corporate Governance

This report is public.

Purpose of the Report

- To present for Council's approval the calendar of meetings for 2019/20.

1 Report Details

1.1 Attached at **Appendix 1** is the proposed calendar of meetings for 2019/20.

1.2 The schedule 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 In addition, the schedule has been devised to address some requested changes including:

- An additional meeting of Audit Committee to accommodate both statutory timescales for Audit reports and the performance reporting timescales;
- Reduced timescales between Quarterly performance meetings and consideration by the Executive in order for consideration of timely and relevant information;
- Changes to the establishment of Licensing Committees as considered by the Standards Committee;
- An additional meeting of Standards Committee to accommodate the Committee's responsibility to review the Council's Constitution;
- Frequency of meetings of Scrutiny Committees reduced by 1 (April meeting) to avoid the purdah period;
- A change to the order of meetings for Council and Executive;
- A reduction of Council frequency to a six-weekly basis; and
- A change for the meeting day of Budget Scrutiny Committee.

1.4 Members are asked to note the following points:

- There will again be briefings held prior to the first meetings of Licensing, Planning and Audit and Corporate Governance Scrutiny 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.
- All Members and Officers will be electronically invited to the meetings listed in the calendar.
- Governance Officers will arrange briefing meetings when required in advance of any relevant committees. There will be a schedule of these briefing meetings which will tie in with legal requirements for despatch of agendas.

2 Conclusions and Reasons for Recommendation

2.1 To ensure the Council has in place an effective and efficient calendar of meetings for 2019/20 that meets the needs of Members and facilitates decision making in line with statutory deadlines.

3 Consultation and Equality Impact

3.1 The draft schedule has been sent to officers in Performance, Scrutiny and Finance for comment, as well as the Council's Statutory Officers.

4 Alternative Options and Reasons for Rejection

4.1 N/A

5 Implications

5.1 Finance and Risk Implications

5.1.1 N/A

5.2 Legal Implications including Data Protection

5.2.1 N/A

5.3 Human Resources Implications

5.3.1 None

6 Recommendations

- 6.1 That the 2019/20 calendar of meetings, attached at Appendix 1, be approved and the points outlined in paragraph 1.4 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) to amend the Calendar of Meetings 2019/20 as and when required.

7 Decision Information

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	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
Has the relevant Portfolio Holder been informed	Yes
District Wards Affected	All
Links to Corporate Plan priorities or Policy Framework	All

8 Document Information

Appendix No	Title	
1	Draft Calendar of Meetings 2019/20	
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)		
N/A		
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