



Report to:	Council	Date:	7 March 2016
Report title:	Calendar of Meetings 2016 - 2017		
Report from:	Gerald Almeroth, Strategic Director - Resources		
Ward/Areas affected:	Borough wide		
Chair of Committee/Lead Member:	Councillor Ruth Dombey, Leader of the Council		
Author(s)/Contact Number(s):	Angela Guest, Senior Business Support Officer (Democratic Services)		
Corporate Plan Priorities:	<ul style="list-style-type: none"> • A Green Council • A Smart Council 		
Open/Exempt:	Open		
Signed:		Date:	19 February 2015

1. Summary

- 1.1 This report sets out a proposed calendar of meetings for the 2016/17 year and the reasoning behind the proposals.

2. Recommendations

- 2.1 That Council approve the calendar of meetings for 2016/17 as set out in Appendix A to this report.

3. Background

- 3.1 The Council has to agree a calendar of Council, Committee and other meetings for the next municipal year. The attached calendar covers an extended time period and includes the first round of meetings following Annual Council of 2017. The calendar reflects the arrangements that have been adopted in previous years as well as continuing with new proposals of frequency for the Local and Planning Committees that were adopted last year.

4. Issues

- 4.1 The proposed Calendar includes:
- Five ordinary Council meetings plus an annual meeting

- Five meetings each of the Strategy and Resources; Housing, Economy and Business, and the Environment and Neighbourhood Committees
- Four meetings each of the Adult, Social Services and Health and Children, Family and Education Committees and Opportunity Sutton Ltd
- Four meetings of each of the Local Committees
- Meetings of the Appeals Committee have been scheduled on a near monthly basis so that the Committee may consider any matters to be heard in a timely fashion
- Planning Committees have continued to be set at three-weekly intervals
- Four meetings of the Health and Wellbeing Board

4.2 In general, holding meetings during school holiday periods has been avoided although Planning Committee is scheduled to meet during the 2016 summer holidays due to its three-weekly cycle of meetings.

4.3 Account has been taken of requisition requirements when programming committees alongside meetings of full Council whilst aligning Strategy and Resources Committee with the performance reporting timetable. The Summer Council meeting has been moved from before the schools summer holiday to after. This has meant putting in a 'provisional' Council meeting on 1 August (start of school holiday) which would only be used for any requisitions.

4.4 In 2015/16 both the Pension Board and Opportunity Sutton Ltd were new to the Calendar and have been programmed in for four meetings each in the municipal year.

4.5 As the Referendum on Europe takes place this year, 2017 will be a fallow year for elections.

4.6 Five Member's development sessions have been programmed for the 2016/17 municipal year.

5. Options Considered

5.1 The draft calendar has been circulated to Corporate Management Team and all Chairs, Vice Chairs and Lead Councillors. Their comments have been taken into account, where possible, in producing the version attached to this report for consideration.

6. Impacts and Implications

Financial

6.1 There are no cost implications arising from this report

Legal

6.2 Care has been taken to ensure that the legal requirements of holding certain meetings by certain dates have been observed i.e. a Council meeting before 11 March every year which is

the date that the Council Tax has to be set by and an Audit Committee meeting before the end of September to approve the Council's accounts.

7. Appendices and Background Documents

Appendix Letter	Title
A	Draft Calendar of Meetings 2016 - 2017

Background Documents
None

Audit Trail		
Version	Final	24 February 2015
Consultation with other officers		
Officer	Comments Sought	Comments checked by
Finance	Yes	Phil Butlin
Legal	No	

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