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| Report to: | COUNCIL |
| Relevant Officer: | Mark Towers, Director of Governance and Partnerships |
| Relevant Cabinet Member: | Councillor Blackburn, Leader of the Council |
| Date of Meeting: | 15 May 2017 |

PROGRAMME OF MEETINGS 2017/ 2018

1.0 Purpose of the report:

1.1 The Council will be asked to consider a programme of meetings for the remainder of 2017 and the calendar year 2018.

2.0 Recommendation(s):

2.1 To approve the calendar of meetings and the start times of meetings as attached at Appendix 13(a).

3.0 Reasons for recommendation(s):

3.1 To have in place scheduled meeting dates to enable the Council's committees to transact their business during the Municipal Year.

3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.2b Is the recommendation in accordance with the Council's approved budget? Yes

3.3 Other alternative options to be considered:

To not schedule meeting dates although this will not allow Council and its committees to plan their business and meeting dates for the municipal year ahead.

4.0 Council priority:

4.1 The appointment of Council committees will help the Council achieve all its priorities.

5.0 Background information

- 5.1 The Constitution states that at the Annual meeting of the Council, a programme of ordinary meetings of the Council shall be determined. In agenda item 11 there is a range of committees due to be considered, should these committees be appointed then the calendar put forward is reflective of those proposals. A similar cycle as before is proposed for the majority of committees with the revised scrutiny committees and Audit Committee moving to an (approximately) eight weekly cycle. There is also an Audit Committee meeting provisionally scheduled to take place as close as possible to 31 July 2018 as the timetable for the production of the Council's Statement of Accounts will change for that year.
- 5.2 It is for the Leader of the Council to schedule Executive meetings, but proposed dates have been listed in the programme at Appendix 13(a), for completeness. It will also be for the Licensing Committee to formalise the schedule of Public Protection Sub-Committee meetings.
- 5.3 In terms of the Health and Wellbeing Board, meeting dates have been scheduled only until the end of 2017 as it is anticipated that the pan-Lancashire arrangements may be in place at some point after that period.
- 5.4 Members will note that a budget scrutiny panel is likely to be included as the Tourism, Economy and Resources Scrutiny Committee will be asked to establish a budget scrutiny panel towards the end of 2017 (similar to last year). This will be scheduled in due course in line with the budget preparation timeline.
- 5.5 A proposed programme of meetings is set out at Appendix 13(a) with the start times for all committees are listed at the end of the Appendix.

Does the information submitted include any exempt information?

No

List of Appendices:

Appendix 13 (a) - Calendar of Meetings 2017/ 2018

6.0 Legal considerations:

- 6.1 The Council's Constitution provides for the Annual meeting to formulate a schedule of Council and Committee meetings for the forthcoming municipal year.

7.0 Human Resources considerations:

- 7.1 There are no human resources considerations.

8.0 Equalities considerations:

8.1 There are no equalities considerations.

9.0 Financial considerations:

9.1 There are no additional financial considerations.

10.0 Risk management considerations:

10.1 Failure to put in place a schedule of meetings will put at risk the ability for the Council to transact its business efficiently.

11.0 Ethical considerations:

11.1 There are no ethical considerations.

12.0 Internal/external consultation undertaken:

12.1 No further consultation has taken place with this item as the schedule of meetings is in accordance with previous practice.

13.0 Background papers:

13.1 There are no additional background papers to this report.