

**Body:** Council

**Date:** 18 February 2015

**Subject:** Calendar of Meetings 2015/16

**Report of:** Senior Head of Corporate Development and Governance

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**Ward(s):** All

**Purpose:** To propose the calendar of meetings for 2015/16.

**Contact:** Simon Russell, Civic Services Officer, 1 Grove Road, Eastbourne, BN21 4TW Tel: 01323 415021  
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**Recommendations:** **That the calendar for 2015/16, as shown in the appendix to this report, be approved (subject to final ratification at the Council's next annual meeting).**

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## **1.0 Introduction**

1.1 It is usual to give provisional approval to the Council's calendar of meetings for the council year commencing the following May.

## **2.0 Calendar for 2015/16**

2.1 A draft calendar is appended to this report. The calendar of meetings broadly follows the pattern of previous years with a similar frequency of meetings. Proposed changes as compared with the 2014/15 calendar are detailed below.

### **2.2 Annual Council**

2.2.1 The practice of holding both the Spring ordinary meeting on the same evening as the annual meeting is continued. For 2015, the date of the annual meeting has to be fixed within a prescribed period after the date of election. The date Wednesday 27 May 2015 allows sufficient time in the immediate aftermath of the election to take account of any changes, obtain Group Leaders' nominations for committee seats and other positions and issue meeting papers.

2.2.2 The legal requirements for holding annual meetings are set out in Schedule 12 of the Local Government Act 1972. In years when no ordinary elections are held a date may be fixed on any day in March, April or May. In an

election year, the annual meeting must be on the 8<sup>th</sup> day after the day of retirement of councillors or such other day within the 21 days immediately following the day of retirement as the council may fix (the day of retirement is the 4<sup>th</sup> day after the day of election). The Council may set a time of their own choosing (or if no time is fixed the meeting is to be held at noon).

## **2.3 Council**

- 2.3.1 There is no longer a Council meeting in September. The lack of business typically a feature of this meeting in past years means that this meeting has not been included in the calendar.

## **2.3 Cabinet**

- 2.3.1 Cabinet in 2015, following the elections, will be held on 3 June (this is a change from the date of 10 June previously agreed).

## **2.4 Planning Committee and Conservation Area Advisory Group**

- 2.4.1 The dates of the May 2015 meetings have been moved forward one week so that they fall after the annual meeting.

## **2.5 "Purdah"**

- 2.5.1 So far as possible no meetings have been scheduled in the so called "purdah" period prior to the May elections. Purdah is planned to start on 23 March 2015 when the notice of election for the borough elections will be published. The only meetings scheduled in this period are Planning Committee on 24 March and 21 April 2015 and a Conservation Area Advisory on 31 March.

## **3.0 Consultation**

- 3.1 Group leaders, deputy leaders, committee chairs and senior managers received a draft timetable for their information and comment. All councillors were canvassed as to the removal of the September meeting and the outcome was substantial support for this move. Copies of this version of the draft calendar were also sent to all councillors for their information in January advance of the Council meeting.

## **4.0 Implications**

- 4.1 There are no relevant implications to report in respect of this matter.

**Peter Finnis**

**Senior Head of Corporate Development and Governance**

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### **Background Papers:**

None.

(der\P:council\15.02.18\calendar of meetings)

# Calendar of Meetings May 2015 - June 2016

MEETING:-	Time	2015								2016					
		May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Annual Council</b>	6pm	27												11	
<b>Council</b> <i>(*motions deadline 11am)</i>	6pm	27 (*18)		22 (*13)				18 (*9)			17 (*8)			11 (*2)	
<b>Cabinet</b>	6pm		3	8		2	21		9		3	23		25	
<b>Scrutiny Committee</b>	6pm		1			7	+12		7		1				6
<b>Planning Committee</b>	6pm		2	7	4	1/29	27	24		5	2	1/22	19	17	21
<b>Conservation Area Advisory Group</b>	6pm		2	14	25		6	17		5	16	29		17	
<b>Licensing Committees</b>	6pm			13			5			11		14			
<b>Audit and Governance Committee</b>	6pm		24			23			2			9			22
<b>Joint Staff Committee</b>	2.30pm			15		16		18			17				
<b>Joint Waste Committee</b>	2pm		5 <i>Bexhill</i>					6 <i>Ebrne</i>							
<b>Elections</b>		<b>7</b> Borough General												<b>5</b> Police & Crime	

**Notes:**

**Council in May** - Ordinary Council will follow-on from Annual Council (with a short interval in-between).

**Scrutiny Committee** - +12 October 2015 is the annual finance seminar.

**Borough and General Elections 2015** – Scheduled for 7 May 2015 (N.B. "Purdah" period will start on 23 March 2015)