

Agenda Item No: 9.3 **Report No:** 3/15
Report Title: Meetings Timetable 2015/2016
Report To: Cabinet **Date:** 5 January 2015
Cabinet Member: Councillor Rob Blackman
Ward(s) Affected: All
Report By: Catherine Knight, Assistant Director of Corporate Services
Contact Officer(s)-
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Purpose of Report:

To approve the meetings timetable for the 2015/2016 municipal year.

Officers Recommendation(s):

- 1 To recommend to Council that the meetings timetable for the 2015/2016 municipal year (as shown in Appendix A and B), be approved and adopted.
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Reasons for Recommendations

- 2 To facilitate the smooth running of the Council's business in the municipal year 2015/2016.

Information

- 3 The draft timetable for 2015/2016 has been circulated to all councillors and Chief Officers for comment.

Constraints that have to be taken into account when compiling the timetable:

- 4 The timetable has to be arranged between Annual Meetings of the Council which, in election years, is held within 21 days of the retirement of the outgoing councillors and, in non-Council election years, tends to be the second Wednesday in May. Bank Holidays and the Easter and Christmas holiday periods have been avoided wherever possible.
- 5 School holidays have been kept clear of meetings where possible, except for Planning Application Committee (PAC) meetings and PAC call over meetings. The school holiday dates, as advised by East Sussex County Council, West Sussex County Council and Brighton and Hove City Council, have been included in the timetable.

- 6 The District-wide **Planning Applications Committee** meets every three weeks, normally on a Wednesday and the call-over meetings held on the preceding Thursday. There is a six week gap between Wednesday, 2 December 2015 to Wednesday, 13 January 2016 to avoid the Christmas and New Year holidays.
- 7 The **Cabinet** meets 7 times during the 2015/2016 municipal year. There is an eleven and a half week gap between Cabinet meetings in July and September to avoid scheduling the call-over meeting during the Summer school holidays. **Cabinet** and **Cabinet Call-over** meetings are all held on Mondays or Thursdays.
- 8 **Council** meetings are on Wednesdays, with the exception of the meetings on Thursday, 16 July 2015 and Thursday, 25 February 2016 which have been scheduled to avoid a clash with the Planning Applications Committee and due to other constraints when compiling the timetable.
- 9 The precept setting **Council** meeting has been scheduled for Thursday, 25 February 2016 in order to take place as soon as possible after the equivalent East Sussex County Council meeting which, it is anticipated, will be held on 9 February 2016.

Financial Appraisal

- 10 Some meetings take place at different venues throughout the District, for which room hire charges have to be paid.

Legal Implications

- 11 There are no legal implications arising from this report.

Sustainability Implications

- 12 I have completed the Sustainability Implications Questionnaire and there are no significant effects as a result of these recommendations.

Risk Management Implications

- 13 I have completed the Risk Management questionnaire and this report does not require a risk assessment because the changes/issues covered by the recommendations are not significant in terms of risk.

Equality Screening

- 14 I have completed the initial Equality Impact Assessment screening exercise and no potential negative impacts were identified as a result of these recommendations. Therefore, a full Equality Impact Assessment is not required.

Background Papers

- 15 None

Appendices

- 16 Appendix A – Meetings Timetable 2015/2016 – Summary of Public Meetings
Appendix B – Public Meetings Timetable 2015/2016 (by calendar month)