

Agenda Item No: 9.8 **Report No:** 8/16
Report Title: Meetings Timetable 2016/2017
Report To: Cabinet **Date:** 7 January 2016
Cabinet Member: Councillor Andy Smith, Leader of the Council
Ward(s) Affected: All
Report By: Catherine Knight, Assistant Director of Corporate Services
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Purpose of Report:

To approve the meetings timetable for the 2016/2017 municipal year.

Officers Recommendation(s):

- 1 To recommend to Council that the meetings timetable for the 2016/2017 municipal year (as shown in Appendices A and B), be approved and adopted.

Reasons for Recommendations

- 2 To facilitate the smooth running of the Council's business in the municipal year 2016/2017.

Information

- 3 The draft timetable for 2016/2017 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 Applications 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 Monday beforehand. In August 2016, one call-over meeting will be held on the Friday before the meeting to avoid a bank holiday. There is a four week gap between Wednesday 14 December 2016 to Wednesday 11 January 2017 to avoid the Christmas and New Year holidays.
- 7 The **Cabinet** meets 7 times during the 2016/2017 municipal year. There is a twelve and a half week gap between Cabinet meetings in July and September 2016 to avoid scheduling the call-over meeting during the Summer school holidays. **Cabinet** and **Cabinet Call-over** meetings are all held on Mondays or Wednesdays.
- 8 **Council** meetings are on Wednesdays, with the exception of the meetings on 21 July 2016, 13 October 2016 and 23 February 2017 which have been scheduled on Thursdays to avoid a clash with the Planning Applications Committee and due to other constraints when compiling the timetable. The **Council** meeting on Wednesday 11 May 2016 will commence at 2.30pm with the call-over at 11.00am. All other **Council** meetings following this will commence at 6.00pm with the call-over meeting being at 2.30pm.
- 9 The precept setting **Council** meeting has been scheduled for Thursday 23 February 2017 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 7 February 2017.

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.

Risk Management Implications

- 12 There are no risk management implications arising from this report.

Equality Screening

- 13 The Equality Analysis report is attached to this report and no potential negative impacts were identified as a result of these recommendations.

Background Papers

- 14 None

Appendices

- 15 Appendix A – Meetings Timetable 2016/2017 – Summary of Public Meetings
Appendix B – Public Meetings Timetable 2016/2017 (by calendar month)