

# APPENDIX B

May 2016						
Monday	Tuesday	Wednesday	Thursday	Friday	w/e	
<b>30</b> Bank Holiday Office Closed	<b>31</b> School Holiday					<b>1</b>
<b>2</b> Bank Holiday Office Closed	<b>3</b>	<b>4</b>	<b>5</b> Police & Crime Commissioner's election	<b>6</b> Count for Police & Crime Commissioner's election	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>  1100 Council c/o  1430 Annual Council	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b> 0900 Planning Apps Cttee c/o	<b>17</b>	<b>18</b>  1700 Planning Apps Cttee	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>

APPENDIX B

June 2016						
Monday	Tuesday	Wednesday	Thursday	Friday	w/e	
		1 School Holiday	2 School Holiday	3 School Holiday	4	5
6 0900 Planning Apps Cttee c/o	7	8  1430 Cabinet c/o  1700 Planning Apps Cttee	9	10	11	12
13 1000 Employment Cttee	14	15	16	17	18	19
20 1000 Audit and Standards Cttee	21	22	23 1000 Scrutiny Cttee	24	25	26
27 0900 Planning Apps Cttee c/o	28	29  1700 Planning Apps Cttee	30			

## APPENDIX B

July 2016						
Monday	Tuesday	Wednesday	Thursday	Friday	w/e	
				1	2	3
4  1430 Cabinet	5 LGA Conference	6 LGA Conference	7 LGA Conference	8	9	10
11	12	13	14	15	16	17
18 0900 Planning Apps Cttee c/o	19	20  1700 Planning Apps Cttee	21  1430 Council c/o  1800 Council	22	23	24
25 School Holiday	26 School Holiday	27 School Holiday	28 School Holiday	29 School Holiday	30	31

## APPENDIX B

August 2016						
Monday	Tuesday	Wednesday	Thursday	Friday	w/e	
<b>1</b> School Holiday	<b>2</b> School Holiday	<b>3</b> School Holiday	<b>4</b> School Holiday	<b>5</b> School Holiday	<b>6</b>	<b>7</b>
<b>8</b> School Holiday 0900 Planning Apps Cttee c/o	<b>9</b> School Holiday	<b>10</b> School Holiday  1700 Planning Apps Cttee	<b>11</b> School Holiday	<b>12</b> School Holiday	<b>13</b>	<b>14</b>
<b>15</b> School Holiday	<b>16</b> School Holiday	<b>17</b> School Holiday	<b>18</b> School Holiday	<b>19</b> School Holiday	<b>20</b>	<b>21</b>
<b>22</b> School Holiday	<b>23</b> School Holiday	<b>24</b> School Holiday	<b>25</b> School Holiday	<b>26</b> School Holiday 0900 Planning Apps Cttee c/o	<b>27</b>	<b>28</b>
<b>29</b> Bank Holiday Office Closed	<b>30</b> School Holiday	<b>31</b> School Holiday  1700 Planning Apps Cttee				

## APPENDIX B

## September 2016

Monday	Tuesday	Wednesday	Thursday	Friday	w/e	
			<b>1</b> School Holiday	<b>2</b> School Holiday	<b>3</b>	<b>4</b>
<b>5</b>  1430 Cabinet c/o	<b>6</b>	<b>7</b>	<b>8</b> 1000 Scrutiny Cttee	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b> 1000 Employment Cttee	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b> Liberal Democrat Party Conference 0900 Planning Apps Cttee c/o	<b>20</b> Liberal Democrat Party Conference	<b>21</b> Liberal Democrat Party Conference  1700 Planning Apps Cttee	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> Grn Pty Conf
<b>26</b> Green Party Conference 1000 Audit and Standards Cttee	<b>27</b> Green Party Conference	<b>28</b> Green Party Conference  1430 Cabinet	<b>29</b>	<b>30</b>		

## APPENDIX B

October 2016					
Monday	Tuesday	Wednesday	Thursday	Friday	w/e
<b>31</b> 0900 Planning Apps Cttee c/o					<b>1</b> <b>2</b>
<b>3</b> Conservative Party Conference	<b>4</b> Conservative Party Conference	<b>5</b> Conservative Party Conference	<b>6</b>	<b>7</b>	<b>8</b> <b>9</b>
<b>10</b> 0900 Planning Apps Cttee c/o	<b>11</b>	<b>12</b>  1700 Planning Apps Cttee	<b>13</b>  1430 Council c/o  1800 Council	<b>14</b>	<b>15</b> <b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>  1430 Cabinet c/o	<b>20</b>	<b>21</b>	<b>22</b> <b>23</b>
<b>24</b> School Holiday	<b>25</b> School Holiday	<b>26</b> School Holiday	<b>27</b> School Holiday	<b>28</b> School Holiday	<b>29</b> <b>30</b>

# APPENDIX B

November 2016						
Monday	Tuesday	Wednesday	Thursday	Friday	w/e	
	1	2  1700 Planning Apps Cttee	3	4	5	6
7	8	9	10	11	12	13
14	15	16  1430 Cabinet	17 1000 Scrutiny Cttee	18	19	20
21 0900 Planning Apps Cttee c/o	22	23  1700 Planning Apps Cttee	24	25	26	27
28 1000 Audit and Standards Cttee	29	30				

# APPENDIX B

## December 2016

December 2016						
Monday	Tuesday	Wednesday	Thursday	Friday	w/e	
			1	2	3	4
5  1430 Cabinet c/o	6	7  1430 Council c/o  1800 Council	8	9	10	11
12 0900 Planning Apps Cttee c/o	13	14  1700 Planning Apps Cttee	15	16	17	18
19 1000 Employment Cttee	20	21	22	23	24	25
26 Boxing Day Office closed	27 Bank Holiday Office closed	28 Office closed	29 Office closed	30 Office closed	31	



## APPENDIX B

January 2017						
Monday	Tuesday	Wednesday	Thursday	Friday	w/e	
<b>30</b> 0900 Planning Apps Cttee c/o	<b>31</b>					<b>1</b>
<b>2</b> Bank Holiday Office closed	<b>3</b>	<b>4</b>  1430 Cabinet	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b> 0900 Planning Apps Cttee c/o	<b>10</b>	<b>11</b>  1700 Planning Apps Cttee	<b>12</b> 1000 Scrutiny Cttee	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b> 1000 Audit and Standards Cttee	<b>17</b>	<b>18</b>  1430 Cabinet c/o	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>

## APPENDIX B

February 2017						
Monday	Tuesday	Wednesday	Thursday	Friday	w/e	
		1  1700 Planning Apps Cttee	2	3	4	5
6	7	8  1430 Cabinet	9	10	11	12
13 School Holiday	14 School Holiday	15 School Holiday	16 School Holiday	17 School Holiday	18	19
20 0900 Planning Apps Cttee c/o	21	22 1430 Cabinet c/o 1700 Planning Apps Cttee	23 1430 Council c/o 1800 Council	24	25	26
27	28					

## APPENDIX B

March 2017						
Monday	Tuesday	Wednesday	Thursday	Friday	w/e	
		1	2	3	4	5
6 1000 Employment Cttee	7	8	9	10	11	12
13 0900 Planning Apps Cttee c/o	14	15  1700 Planning Apps Cttee	16	17	18	19
20 1000 Audit and Standards Cttee  1430 Cabinet	21	22	23 1000 Scrutiny Cttee	24	25	26
27	28	29 1430 Cabinet c/o	30	31		

## APPENDIX B

April 2017						
Monday	Tuesday	Wednesday	Thursday	Friday	w/e	
					1	2
<b>3</b> School Holiday 0900 Planning Apps Cttee c/o	<b>4</b> School Holiday	<b>5</b> School Holiday  1700 Planning Apps Cttee	<b>6</b> School Holiday	<b>7</b> School Holiday	<b>8</b>	<b>9</b>
<b>10</b> School Holiday	<b>11</b> School Holiday	<b>12</b> School Holiday	<b>13</b> School Holiday	<b>14</b> Bank Holiday Office closed	<b>15</b>	<b>16</b>
<b>17</b> Bank Holiday Office Closed	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b> 0900 Planning Apps Cttee c/o  1430 Cabinet	<b>25</b>	<b>26</b>  1700 Planning Apps Cttee	<b>27</b> 1000 Scrutiny Cttee	<b>28</b>	<b>29</b>	<b>30</b>

May 2017						
Monday	Tuesday	Wednesday	Thursday	Friday	w/e	
<b>1</b> Bank Holiday Office Closed	<b>2</b>	<b>3</b>	<b>4</b> East Sussex County Council elections	<b>5</b> Count for East Sussex County Council elections	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>  1430 Council c/o  1800 Council	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b> Bank Holiday Office Closed	<b>30</b>	<b>31</b>				

## **Equality Analysis Report Template**

<b>Title:</b>	<b>Meetings Timetable 2016/2017</b>
<b>EA Lead:</b>	<b>Michaela Frost, Committee Officer</b>
<b>EA Team:</b>	<b>Committee Services</b>
<b>Date Commenced:</b>	<b>September 2015</b>
<b>Target Completion Date:</b>	<b>February 2016</b>
<b>Reason for assessment:</b>	<b>Report to Cabinet/Council</b>

### **Context and Scope**

1. What are the main purposes and aims of the service/project/decision?

*To approve the timetable for committee meetings for the 2016/17 municipal year.*

2. What effect does it have on how other organisations operate and what commitments of resources are involved?

Councillors, officers and members of the public refer to this document to find out when public meetings of the Council are being held.

3. How does it relate to the demographics and needs of the local community?

*Members of the public are interested in when public meetings of the Council are held, and the decisions taken at those meetings.*

4. How does it relate to the local and national political context?

Business transacted at the meetings can reflect the local and national political context, depending on the subject matter.

5. Is there any obvious impact on particular equality groups?

	Race (includes ethnic or national origins, colour, & nationality)			Disability (includes mental & physical)			Gender (includes gender reassignment)			Pregnancy (includes maternity & paternity)			Sexual Orientation (includes heterosexual, homosexual & bisexual)			Religion & Belief (includes all faiths, beliefs & agnostic)			Age (includes all age groups)		
Impact	Positive	Negative	None	Positive	Negative	None	Positive	Negative	None	Positive	Negative	None	Positive	Negative	None	Positive	Negative	None	Positive	Negative	None
Tick if relevant			x	x			x					x			x	x					x

6. How does it help to us meet our general duties under the Equality Act 2010?

*By ensuring the public are informed in advance about accessible public meetings.*

7. What is the scope of this analysis?

*All of the Council's public meetings are included.*

## Information gathering and research

8. What existing information and data was obtained and considered in the assessment?

*Council business constraints, bank holidays, school holidays, party political conference dates, key faith festivals.*

9. What gaps in information were identified and what action was undertaken/is planned to address them?

*None*

10. What communities and groups have been involved and what consultation has taken place as part of this assessment?

*Consultation with key officers, councillors and other authorities.*

## Analysis and assessment

11. What were the main findings, trends and themes from the research and consultation undertaken?

*There are key business constraints which dictate when Council meetings can be held.*

12. What positive outcomes were identified?

*Where possible, school holiday dates are avoided to assist those with caring responsibilities to attend meetings. Key faith festivals are also avoided where possible to enable attendance by those from different religious faiths. All meeting rooms have wheelchair access and hearing loops to enable attendance by people with a disability.*

13. What negative outcomes were identified?

*None*

## Action planning

14. The following specific actions have been identified: *(see paragraph 25 of the guidance)*

Issue Identified	Action Required	Lead Officer	Required Resources	Target Date	Measure of Success
Avoid school holidays	Set dates in term times if possible	MF	n/a	2016/17	Accessible meetings
Avoid key faith festivals	Set dates to avoid these if possible	MF	n/a	2016/17	Accessible meetings
Use accessible meeting rooms	Book rooms that have wheelchair access and hearing loops	MF	n/a	2016/17	Accessible meetings

## Summary Statement

Between September 2015 and February 2016 Equality Analysis was undertaken by Michaela Frost on the *Meetings Timetable 2016/2017*.

Due regard was given to the general equalities duties and to the likely impact of the decision on people with protected characteristics, as set out in the Equality Act 2010.



The assessment identified:

\*No major changes are required. The EA demonstrates the decision is robust, there is little potential for discrimination or adverse outcomes, and opportunities to promote equality have been taken.

## Approval

Director/Head of Service	Jackie Gavigan, Head of Democratic Services
Signed	Jackie Gavigan
Dated	24 November 2015