

Agenda Item No: 9.7 **Report No:** 7/17
Report Title: Meetings Timetable 2017/2018
Report To: Cabinet **Date:** 4 January 2017
Cabinet Member: Councillor Andy Smith, Leader of the Council
Ward(s) Affected: All
Report By: Catherine Knight, Assistant Director of Legal and Democratic Services
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Purpose of Report:

To approve the meetings timetable for the 2017/2018 municipal year.

Officers Recommendation(s):

- 1 To recommend to Council that the meetings timetable for the 2017/2018 municipal year (as shown in Appendix 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 2017/2018.

Information

- 3 The draft timetable for 2017/2018 has been circulated to all councillors and Chief Officers for comment.

Key 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, can take place in March, April or May in accordance with the Council's Constitution. Bank Holidays and the Easter and Christmas holiday periods have been avoided wherever possible.
- 5 Eastbourne Borough Council's (EBC) provisional 'Calendar of Meetings 2017 – 2018' has been taken into consideration when compiling the timetable to avoid clashes between EBC and Lewes District Council (LDC) meetings of Cabinet

and Council. It is anticipated that in future both Councils will work in conjunction when drafting their respective committee meeting timetables.

- 6 School holidays have been kept clear of meetings where possible, except for Planning Application Committee (PAC) meetings and PAC Call-over meetings.
- 7 The District-wide **Planning Applications Committee** meets every three weeks on a Wednesday and the Call-over meetings are usually held on the preceding Monday (except for when the Call-over date falls on a Bank Holiday). There is a four week gap between meetings on Wednesday, 13 December 2017 through to Wednesday, 10 January 2018 to avoid the Christmas and New Year holidays.
- 8 The **Cabinet** meets 7 times during the 2017/2018 municipal year. Cabinet and Cabinet Call-over meetings are all timetabled on Mondays or Wednesdays to allow members of the joint Corporate Management Team (CMT) to attend. LDC and EBC Cabinet meetings have been timetabled close to each other, where possible.
- 9 **Full Council** meetings start at 6.00pm. This is in line with current arrangements in place since July 2016. All meetings of Council are scheduled on Mondays or Wednesdays.
- 10 The **Annual Council** meeting on 2 May 2018 has been scheduled earlier than in previous years. This is due to several constraints, primarily room booking restrictions at East Sussex County Council.
- 11 The precept setting **Council** meeting has been scheduled for Monday, 19 February 2018 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 6 February 2018.

Financial Appraisal

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

Legal Implications

- 13 None over and above those set out in the body of this report.

Risk Management Implications

- 14 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

- 15 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

16 None

Appendices

17 Appendix A – Meetings Timetable 2017/2018 – Summary of Public Meetings
Appendix B – Public Meetings Timetable 2017/2018 (by calendar month)