

REPORT TO COUNCIL

REPORT OF: Head of Legal and Democratic Services

REPORT NO: LDS088

DATE: 18 April 2013

TITLE:	Programme of meetings of Council, Committees and Policy Development Groups for 2013/14	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	N/A	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Councillor Paul Carpenter Portfolio: Governance and Communication	
CONTACT OFFICER:	Lucy Youles – Head of Legal and Democratic Services. Telephone: 01476 406105 E-mail: l.youles@southkesteven.gov.uk .	
INITIAL IMPACT ANALYSIS: Equality and Diversity	Carried out and Referred to in paragraph (7) below N/A	Full impact assessment Required: N/A
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Your Council and Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS	The Council's Constitution	

1. RECOMMENDATIONS

- 1.1 The Council determines the dates of meetings for the Council, other committees and policy development groups.

2. PURPOSE OF THE REPORT

- 2.1 Under part 4 of the Constitution (Council Procedure Rule 1) it is the business of the annual Council meeting to approve a programme of ordinary meetings of the Council for the year.

3. DETAILS OF REPORT

- 3.1 A copy of the draft programme of meetings which has already been circulated to Members for consideration, is attached at appendix 1 to this report. There is a change in the proposed frequency of meetings of the Development Control Committee from every four weeks to every three weeks. This change has been proposed because of the number of applications coming forward for the committee to determine.
- 3.2 Any changes made to the draft programme since it was circulated to Members will be highlighted at the meeting to enable Members to note and mark their diaries accordingly.

4. OTHER OPTIONS CONSIDERED

- 4.1 Under the Local Government Act 1972, the Council must hold an annual meeting. The Constitution states that the Cabinet must meet at least 12 times a year and the Development Control Committee must meet with such frequency in order to determine applications within the statutory timeframe.

5. RESOURCE IMPLICATIONS

- 5.1 There are no additional resource implications

6. RISK AND MITIGATION

Risk has been considered as part of this report and any specific high risks are included in the table below:

Category Risk	Action / Controls
Statutory failure through not taking decisions at the required time	If there are not sufficient meetings the Council risks being unable to complete necessary business. For the consideration of urgent issues, additional meetings can be called as required.

7. ISSUES ARISING FROM IMPACT ANALYSIS

- 7.1 No issues arising from this report.

8. CRIME AND DISORDER IMPLICATIONS

8.1 None

9. COMMENTS OF FINANCIAL SERVICES

9.1 There are no financial implications arising from this report.

10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES

10.1 In respect of certain committees of the Council, the Constitution stipulates a minimum number of meetings that should be held. Instances in which urgent business arises can be dealt with through provisions that allow the calling of additional meetings of committees of the Council.

11. COMMENTS OF OTHER RELEVANT SERVICES

11.1 None applicable.

12. APPENDICES:

12.1 Draft programme of meetings.