

# REPORT TO COUNCIL

**REPORT OF:** Head of Legal and Democratic Services

**REPORT NO:** LDS123

**DATE:** 17 April 2013

<b>TITLE:</b>	<b>Programme of meetings of Council, Committees and Policy Development Groups for 2014/15</b>	
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	N/A	
<b>PORTFOLIO HOLDER: NAME AND DESIGNATION:</b>	Councillor Mrs Linda Neal – Leader of the Council  Councillor Paul Carpenter Portfolio: Governance and Communication	
<b>CONTACT OFFICER:</b>	Lucy Youles – Head of Legal and Democratic Services. Telephone: 01476 406105 E-mail: <a href="mailto:l.youles@southkesteven.gov.uk">l.youles@southkesteven.gov.uk</a> .	
<b>INITIAL IMPACT ANALYSIS:</b>  <b>Equality and Diversity</b>	Carried out and Referred to in paragraph (7) below  N/A	Full impact assessment Required:  N/A
<b>FREEDOM OF INFORMATION ACT:</b>	This report is publicly available via the Your Council and Democracy link on the Council's website: <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a>	
<b>BACKGROUND PAPERS</b>	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 is attached at appendix 1 to this report.
- 3.2 Any changes made to the draft programme following the circulation of this report 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:

<b>Category Risk</b>	<b>Action / Controls</b>
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.