



Report of: the Chief Executive

Report to:	Council
Date:	24 May 2018
Subject:	Programme of meetings of Council and Committees for 2018/19 (LDS286)

Decision Proposal:	Council Decision
Relevant Cabinet Member:	Councillor Matthew Lee, the Leader of the Council
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Signed off by:	Aidan Rave, Chief Executive E-mail: aidan.rave@southkesteven.gov.uk Date: 15 May 2018
Approved for publication	Councillor Matthew Lee, the Leader of the Council Date: 14 May 2018

SUMMARY

Under Article 4.4.1(a)(x) of the Constitution, it is the business of the annual Council meeting to approve a programme of ordinary meetings of the Council for the year. This report also sets out the dates for meetings of the Cabinet, overview and scrutiny committees and other committees of the Council.

RECOMMENDATION

The Council approves the dates of meetings for the Council, Cabinet and Committees, including overview and scrutiny, as attached as Appendix A to report number LDS286.

1. BACKGROUND TO REPORT

- 1.1 A copy of the draft programme of meetings is attached as Appendix A to this report.
- 1.2 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, together with an A3 colour copy of the programme.
- 1.3 Provisions within the Constitution give the Chairman of the Cabinet, Overview and Scrutiny Committee and other Committees (or the Vice-Chairman of the same in the Chairman's absence) the authority to cancel a meeting where there are insufficient items for the agenda of the next meeting.
- 1.4 Additional meetings may be called as necessary.

2. OTHER OPTIONS CONSIDERED

- 2.1 Under the Local Government Act 1972, the Council must hold an annual meeting. The Council's committees should meet with sufficient frequency in order to determine business in a timely manner and within any statutory timeframes.

3. RESOURCE IMPLICATIONS

- 3.1 There are no resource implications arising from this report.

4. RISK AND MITIGATION

- 4.1 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 may be called

5. ISSUES ARISING FROM IMPACT ANALYSIS (EQUALITY, SAFEGUARDING etc.)

- 5.1 No issues arising from this report.

6. CRIME AND DISORDER IMPLICATIONS

6.1 There are no crime and disorder implications arising from this report.

7. COMMENTS OF FINANCIAL SERVICES

7.1 There are no financial implications arising from this report.

8. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES

8.1 In respect of ordinary meetings of the Council, the Constitution stipulates that meetings will take place in accordance with a programme decided at the Council's Annual Meeting. Instances in which urgent business arises can be dealt with using provisions that allow the calling of additional meetings of the Council and its committees.

9. COMMENTS OF OTHER RELEVANT SERVICES

9.1 None applicable.

10. APPENDICES

10.1 Appendix A: Draft programme of meetings 2018/19

11. BACKGROUND PAPERS

11.1 The Council's Constitution:
<http://modern.gov.southkesteven.gov.uk/documents/g3630/Public%20reports%20pack%2011th-Apr-2018%20Constitution.pdf?T=10>