

REPORT TO COUNCIL

REPORT OF: Chief Executive

REPORT NO: LDS148

DATE: 21 May 2015

TITLE:	Programme of meetings of Council, Committees and Policy Development Groups for 2015/16	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	N/A	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	N/A	
CONTACT OFFICER:	Jo Toomey, Principal Democracy Officer Tel: 01476 40 60 80 (Ext. 6152) E-mail: j.toomey@southkesteven.gov.uk	
INITIAL IMPACT ANALYSIS:	Carried out and Referred to in paragraph (7) below	Full impact assessment Required:
Equality and Diversity	Not applicable	
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: http://moderngov.southkesteven.gov.uk/ecCatDisplay.aspx?bcr=1&sch=doc	

1. RECOMMENDATIONS

- 1.1 That the Council approves the dates for meetings of full Council and notes dates for other committees and policy development groups

2. PURPOSE OF THE REPORT

- 2.1 Under Article 4 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 indicative dates for meetings of the Cabinet, Policy Development Groups and Committees

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.
- 3.3 Provisions within the Constitution give the Chairman (or the Vice-Chairman in the Chairman’s absence) the authority to cancel meetings of a committee or policy development group where there are insufficient items for the agenda of the next meeting.

4. OTHER OPTIONS CONSIDERED

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

5. RESOURCE IMPLICATIONS

- 5.1 There are no additional resource implications

6. RISK AND MITIGATION

- 6.1 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 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 meetings 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 the Council and its committees.

11. COMMENTS OF OTHER RELEVANT SERVICES

11.1 None applicable.

12. APPENDIX:

12.1 Draft programme of meetings.