

## Calendar of Meetings 2019-2020

**Council**

**Date: 4<sup>th</sup> April 2019**

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Author: Interim Director of Law

Wards: All

Parishes Affected: All

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### **1. Purpose and Reasons**

- 1.1 To consider and agree dates for meetings of the Council, the Cabinet, Committees and Other Swindon Borough Council bodies for the Municipal Year 2019-2020.
- 1.2 To consider indicative dates for meetings of the Council, the Cabinet, Committees and Other Swindon Borough Council bodies for the Municipal Year 2020-2021.
- 1.3 The Council Constitution requires the formal confirmation of the dates of Council meetings by Full Council at its Annual Meeting. To enable appropriate planning of meetings and nominations to Committees of the Council to take place, and to assist Members in planning their work and family commitments, the Council is asked to provisionally approve the full calendar of meetings for 2019-2020 in advance of the Annual Council meeting in May 2019, and to note the indicative calendar of meetings for 2020-2021.

### **2. Recommendations**

Council is recommended to:

- 2.1 Agree that the Timetable of Meetings for 2019-2020 as set out in Appendix 1 be approved for formal adoption by Annual Council.
- 2.2 Note the indicative Timetable of Meetings for 2020-2021 as set out in Appendix 2.
- 2.3 Agree that the Interim Director of Law, in consultation with the Leader of the Council, be authorised to vary the dates for meetings of the Council, the Cabinet, Committees and Other Swindon Borough Council bodies should this prove necessary for the efficient discharge of Council business.

### **3. Detail**

- 3.1 Proposed dates for meetings of Cabinet, Committees and other bodies for the 2019-2020 Municipal Year are attached at Appendix 1.
- 3.2 Dates are included in this Appendix for the Wiltshire Police and Crime Panel, Dorset and Wiltshire Fire Authority and Safeguarding Boards for information only, as these meeting dates are arranged separately.

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- 3.3 It is also proposed that the Interim Director of Law, in consultation with the Leader of the Council, be authorised to vary the meeting dates for meetings of the Council, the Cabinet, Committees and other Swindon Borough Council bodies, as set out in the Appendix, should this prove necessary for the efficient discharge of Council business.
- 3.4 It is good practice to assist Members by making a draft timetable for the subsequent 2020-2021 Municipal Year available as early as is practicable. This is to assist those who need to plan their work, family, or care commitments alongside their Council commitments. Council is asked to note the indicative Timetable attached at Appendix 2.

### **4. Alternative Options**

- 4.1 No alternative options are proposed.

### **5. Implications, Diversity Impact Assessment and Risk Management**

#### Financial and Procurement Implications

- 5.1 There are no financial or procurement implications as the costs of meetings is met from within existing departmental budgets.

#### Legal and Human Rights Implications

- 5.2 Legal and Human Rights considerations have been taken fully into account in compiling this report.

#### All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.3 There are no specific implications that relate to staff, sustainability, health, rural, crime and disorder within this report.

#### Diversity Impact Assessment

- 5.4 A Diversity Impact Assessment has not been completed for this report as no changes to services are proposed.

#### Risk Management

- 5.5 Members are reminded that any early draft timetable can only be indicative and that the final version will not be determined until the Annual Council meeting at the start of the Municipal Year.

### **6. Consultees**

- 6.1 The author has consulted, where appropriate, with Corporate Directors, Directors, Heads of Service, other officers, and relevant partners on the purpose, content, and recommendations of the report.

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**7. Background Papers**

7.1 None.

**8. Appendices**

8.1 Appendix 1 - Proposed Council Timetable 2019/2020.

8.2 Appendix 2 – Draft indicative Council Timetable 2020/2021.