

Indicative Calendars of Meetings 2018-19 and 2019-20

Council

Date: 9th November 2017

Author: Leader of the Council and
Director of Law and Democratic Services

Wards: All

Parishes Affected: All

1. Purpose and Reasons

- 1.1 To consider and agree indicative dates for meetings of the Council, the Cabinet, Committees and Other Swindon Borough Council bodies for the Municipal Years 2018-19 and 2019-20.
- 1.2 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 approve provisionally the full calendar of meetings for both 2018-19 and 2019-20 in advance of the Annual Council meeting.

2. Recommendations

Council is recommended to:

- 2.1 Agree that the Indicative Timetable of Meetings for 2018-19 and 2019-20 as set out in Appendix 1 and Appendix 2 be approved for formal adoption by Annual Council, with the provisions that:
- 2.1.1 The dates for Audit, Council, Cabinet, Licensing, Planning, and Scrutiny shall not be changed as far as is practicable.
- 2.1.1 In accordance with current practice, Annual Council will be asked to authorise the Director of Law and Democratic Services, in consultation with the Leader of the Council, 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.
- 2.2 To note the scheduling of a joint meeting of the overview and scrutiny committees that cover health in order to provide a formal response to the Great Western Hospital Foundation Trust's Annual Quality report.

3. Detail

- 3.1 It is good practice to assist Members that the Council publishes a draft timetable for the subsequent Municipal Year as early as is practicable. Furthermore, some Members have requested via the Leader of the Council that the indicative timetable be brought to Members' attention before Christmas. This is to assist

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those who need to plan their work, family, or care commitments alongside their Council commitments. Typically, this report was considered in the February of the calendar year in which the Municipal calendar was to come into effect.

- 3.2 To allow greater time for their own agenda planning, Members are invited to consider the draft calendars attached at Appendices One and Two. It is recommended that Officers make as few changes to the core meetings to which either all Members are required to attend or for which substitutes are not permitted. These are Full Council, Licensing Committee, and Planning Committee.
- 3.3 In addition to these, it is recommended that Officers also seek to make as few changes as possible to Cabinet and Scrutiny meeting dates. Having these known further in advance can assist Cabinet Members and Officers in making better use of Overview and Scrutiny Committees to permit non-executive Members a greater role in policy development (Corporate Governance Review Working Group Minute 8, 2015/16 refers). Since the Audit Committee has consider business to meet statutory deadlines, it is suggested that this also be included as one of the core committees.
- 3.4 Dates are included in these appendices for the One Swindon Board, Wiltshire Police and Crime Panel, Dorset and Wiltshire Fire Authority and Safeguarding Boards for information only, as these meeting dates are arranged separately.

Joint hospital-related Overview and Scrutiny Committee meeting

- 3.5 The Council's relevant health scrutiny committees are formal consultees to the Great Western Hospitals NHS Foundation Trust Quality Account, which is a report laid before Parliament. However, this document tends to be circulated after the last scheduled committee meetings and before the creation of new committees at Annual Council.
- 3.6 Therefore, it is proposed that a special joint meeting of the Adults' Health, Adults' Care and Housing and Children's Health, Social Care and Education Overview and Scrutiny committees be added to the timetable for each April to facilitate a response. This will permit all relevant Members to receive an appropriate report and make a more considered response.

Possible Changes to the Timetables

- 3.7 Members are invited to note that these proposed timetables are still liable to variation. In particular, Members may request changes to the number of Overview and Scrutiny Committees or the frequency with which they meet. Within a two-year time scale Members may even resolve to make changes to the executive arrangements themselves.

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- 3.8 There are also the existing external factors that can alter schedules, for example, a public health issue such as Foot and Mouth, or the need to hold days of public days of mourning. These could alter the dates for elections as well as any meetings in public that are scheduled.

4. Alternative Options

- 4.1 Council could continue its practice of considering the draft timetable for just a single year at the February Council meeting prior to the Annual Meeting at which the timetable would be adopted.

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 Director of Finance (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

7. Background Papers

- 7.1 None

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8. Appendices

- 8.1 Appendix 1 - Proposed Council timetable 2018 - 2019.
- 8.2 Appendix 2 - Proposed Council timetable 2019 - 2020.