

12.3 **CALENDAR OF MEETINGS 2017 (A.111/RC)**

Purpose of the report and key issues

1. To approve a calendar of meetings up to December 2017 and to note the proposed dates for the compulsory planning training.

Recommendation

2. **1. To approve the Calendar of Meetings for 2017 as set out in Appendix 1.**

Background

3. Each year the Authority agrees the calendar of meetings for a 12 month period following on from the current calendar which has dates set up to December 2016.

The calendar (Appendix 1) is based on a similar pattern of meetings that has operated during the past year and which took account of the timing of finance, audit and performance reports to Audit, Resources and Performance Committee, arrangements for the induction of new Members and the Members' annual tour. For completeness dates allocated at present for Members' briefings, training and other events are also shown. Further dates for briefings and workshops may be added as part of the annual Member learning and development report later this year.

Proposals

4. Members are asked to:
 - approve the calendar of meetings as set out in Appendix 1
 - note the proposed dates for the compulsory Planning Training for 2017 and to set aside in diaries one of the dates to guarantee attendance. The proposed dates are: 29 September 2017 and 27 October 2017.

Are there any corporate implications members should be concerned about?

5. **Financial:** There are no additional resource implications arising out of the report. As there are time and resource implications for setting up additional meetings the schedule has been set to reflect the known business needs of the organisation rather than a set four to eight week cycle of meetings.
6. **Risk Management:** There are no risks arising out of the report. Subject to legal requirements about providing adequate notice measures are in place to call additional meetings if it becomes apparent that one is needed and to cancel a meeting if there is insufficient business.
7. **Sustainability:** None.
8. **Background papers:** None

Appendices: Appendix 1 Calendar of Meetings 2017

Report Author, Job Title and Publication Date

Ruth Crowder, Democratic and Legal Support Team Leader, 23 June 2016