

10.3 CALENDAR OF MEETINGS 2018 (RC)

1. Purpose of the report

To approve a calendar of meetings up to December 2018 and to note the proposed dates for the compulsory planning training and the Member Workshops identified as essential in the Member Learning and Development Plan.

Key Issues

- **The calendar of meetings is set around necessary deadlines for finance, audit and performance reporting.**

2. Recommendation

- 1. To approve the Calendar of Meetings for 2018 as set out in Appendix 1 of the report.**

3. How does this contribute to our policies and legal obligations?

Cornerstone 3 Our Organisation states that the Authority will develop the organisation so it has a planned and sustained approach to performance at all levels. Having a calendar of meetings which is set around necessary business reporting deadlines contributes to this.

4. Background

The Authority annually agrees the calendar of meetings for a 12 month period following on from the current calendar which has dates set up to December 2017.

The proposed calendar for 2018 is set out in Appendix 1 of this report. It is based on a pattern of meetings used for the past few years but has been slightly amended to better take account of the timing of finance, audit and performance reports to the Audit, Resources and Performance Committee. It also reflects the changes to Strategic Advisory Group meetings agreed at the Authority meeting on 26 May. Arrangements for the induction of new Members and the Members' annual tour are also considered in setting the calendar. 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.

5. Proposals

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 2018 and to set aside in diaries one of the dates to guarantee attendance. The proposed dates are 28 September 2018 and 26 October 2018.
- Note the proposed dates for Member Workshops.

Are there any corporate implications members should be concerned about?

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- 6. 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.
- 7. 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.
- 8. Sustainability:**
None.
- 9. Equality:**
None.
- 10. Background papers (not previously published)**
None.

Appendices

Appendix 1: Calendar of Meetings 2018.

Report Author, Job Title and Publication Date

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