

11. CALENDAR OF MEETINGS (RC)

1. Purpose of the report

To approve amendments to the remaining calendar of meetings for 2019 following the changes to the Committee structure agreed at the Authority meeting held on 24 May 2019. Also to approve a calendar of meetings up to December 2020 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 amendments to the Calendar of Meetings for 2019 as set out in Appendix 1 of the report.**
- 2. To approve the Calendar of Meetings for 2020 as set out in Appendix 2 of the report.**

How does this contribute to our policies and legal obligations?

3. One of our Corporate Strategy 2019-24 outcomes states that the Authority is an agile and efficient organisation. Having a calendar of meetings which is set around necessary business reporting deadlines contributes to this.

Background Information

4. The calendar of meetings for 2019 was agreed at the annual Authority meeting last year, since then the Governance Review Working Group have reviewed the Committee structure and their proposals for changes were agreed at the last Authority meeting on 24 May. Therefore the remaining dates of meetings in 2019 for the Authority have been amended to allow reporting in line with the new remit of the Authority meeting and financial, audit and performance deadlines. The 2019 calendar has been further amended by the removal of the Audit, Resources and Performance Committee and the inclusion of dates for the new Programmes and Resources Committee. The Local Joint Committee has been removed from the calendar as this Committee will now meet when necessary rather than on set dates. The amended calendar is set out in Appendix 1.
5. Due to the changes in the remit of the Authority meeting there is a need to have 2 Authority meetings in July to enable completion of the usual annual meeting business and compliance with financial, audit and performance reporting deadlines. Therefore an extra Authority meeting has been added to the 2019 calendar on 19 July.
6. 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 2019.
7. The proposed calendar for 2020 is set out in Appendix 2 of this report. It is based on the newly agreed Committee structure and takes account of the timing of finance, audit and performance reports. Arrangements for the induction of new Members and the Members' annual tours 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.

8. The Government has recently changed the date of the May Day bank holiday in 2020 from Monday 4 May 2020 to Friday 8 May. This has impacted on the arrangements for the monthly Planning Committee meeting in May therefore it is proposed that both the meeting and the site visits will be held on Thursday 7 May. The site visits would be held first followed by the meeting.

Proposals

9. Members are asked to:
- Approve the amended calendar of meetings for 2019 as set out in Appendix 1.
 - Approve the calendar of meetings for 2020 as set out in Appendix 2.
 - Note the proposed dates for the compulsory Planning Training for 2020 and to set aside in diaries one of the dates to guarantee attendance. The proposed dates are 25 September and 23 October 2019.
 - Note the proposed dates for Member Workshops.
 - Note the proposed arrangements for the Planning Committee in May 2020.

Are there any corporate implications members should be concerned about?

Financial:

10. 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.

Risk Management:

11. 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.

Sustainability:

12. No issues.

Equality:

13. No issues.

14. Background papers (not previously published)

None.

15. Appendices

Appendix 1 - Amended Calendar of Meetings 2019

Appendix 2 - Calendar of Meetings 2020

Report Author, Job Title and Publication Date

Ruth Crowder, Democratic and Legal Support Team Leader, 27 June 2019