

# Full Council

# 27 September 2017

Is the final decision on the recommendations in this report to be made at this meeting?

**Yes**

## Timetable of Meetings 2018/19

<b>Final Decision-Maker</b>	Full Council
<b>Portfolio Holder(s)</b>	Councillor David Jukes – Leader of the Council
<b>Lead Director</b>	Lee Colyer – Director of Finance, Policy and Development
<b>Head of Service</b>	Jane Clarke – Head of Policy and Governance
<b>Lead Officer/Author</b>	Mark O’Callaghan – Democratic Services Officer
<b>Classification</b>	Non-exempt
<b>Wards affected</b>	All

### This report makes the following recommendations to the final decision-maker:

That the Timetable of Meetings for 2018/19, as at appendix A to the report, be agreed

### This report relates to the following Five Year Plan Key Objectives:

- A Confident Borough  
Scheduling meeting dates in advance is essential for ensuring decision making is open, transparent and accountable.

<b>Timetable</b>	
<b><i>Meeting</i></b>	<b><i>Date</i></b>
Management Board	13 September 2017
Full Council	27 September 2017

# Timetable of Meetings 2018/19

## **1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

- 1.1 The timetable of meetings sets out the meeting dates for the municipal year 2018/19 and includes all public meetings that deal with decision-making, advice-giving or scrutiny of decisions at Tunbridge Wells Borough Council.
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## **2. INTRODUCTION AND BACKGROUND**

- 2.1 The timetable largely follows the pattern of previous years with some minor amendments to account for clashes and efficiencies. No significant changes are proposed.
- 2.2 It is good practice that the timetable be agreed in advance in order to provide members, the public, press and the Council's officers as much notice as a possible about when decision-making meetings of the Council will take place.
- 2.3 The timetable may be amended at a future date to take account of specific circumstances that may arise.
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## **3. AVAILABLE OPTIONS**

- 3.1 To approve the Timetable of Meetings 2018/19.
- 3.2 To approve an alternative schedule.
- 3.3 To move to ad-hoc scheduling.
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## **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

- 4.1 To approve the timetable (3.1). The timetable has been carefully prepared and takes account of precedent, practical implications and ensures the process is open and transparent.
- 4.2 Ad-hoc scheduling would be grossly inefficient and not open nor transparent.
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## **5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 5.1 No suggestions for changes to the scheduling of meetings were received prior to or since the commencement of preparing the timetable.
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## 6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

6.1 Meeting dates are published on the Council's website and notice board.

## 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Legal</b> including Human Rights Act	<p>In accordance with the Local Government Act 1972 the Council must give proper notice and summons of its decision making meetings, and if a proper notice and summons are not issued, then the meeting may not be properly convened and the business transacted of no effect. The Timetable of Meetings 2017 -18 assists in the efficient organisation of publication of the notices and summons of meetings, and gives officers, members and the public advanced notice (although not legal notice) of meeting dates.</p> <p>Under schedule 12 of the Local Government Act 1972 the Council must hold its Annual Meeting within 21 days of the retirement of the Councillors in an ordinary election.</p> <p>There are no consequences arising from the recommendation that adversely affect or interfere with individuals' rights and freedoms as set out in the Human Rights Act 1998.</p>	Keith Trowell Senior Lawyer (Corporate Governance) 13 September 2017
<b>Finance</b> and other resources	There are no additional finance implications as a result of this decision.	Mark O'Callaghan Democratic Services Officer 12 September 2017
<b>Staffing establishment</b>	There are no significant staffing implications as a result of this decision.	
<b>Risk management</b>	There are no significant risk management implications as a result of this decision.	
<b>Environment</b> and sustainability	There are no significant environment implications as a result of this decision.	
<b>Community safety</b>	There are no significant community safety implications as a result of this decision.	
<b>Health and Safety</b>	There are no significant health and safety implications as a result of this decision.	
<b>Health and wellbeing</b>	There are no significant health and wellbeing implications as a result of this decision.	
<b>Equalities</b>	There are no significant equalities implications as a result of this decision.	

## **8. REPORT APPENDICES**

The following documents are to be published with and form part of the report:

- Appendix A: Draft Timetable of Meetings 2018/19 v3
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## **9. BACKGROUND PAPERS**

- None