

# FAREHAM

## BOROUGH COUNCIL

### **Report to Council**

#### **15 December 2016**

*Subject:* **SCHEDULE OF COUNCIL AND COMMITTEE MEETINGS:  
2017-18**

*Report of:* **Head of Democratic Services**

#### **SUMMARY**

This report invites the Council to determine the schedule of Council and committee meeting dates for the next municipal year. Dates of Executive meetings have been set by the Executive Leader in accordance with the Council's Constitution. A draft schedule setting out proposed dates for all meetings from May 2017 is submitted for approval.

#### **RECOMMENDATION**

That Council approves the proposed schedule of Council and committee meetings for the municipal year 2017-18, as set out at Appendix A to the report.

## **INTRODUCTION**

1. The Council is invited to determine the schedule of Council, Committee, Scrutiny Board and Panel meetings for the municipal year 2017-18. A draft schedule is appended to this report for consideration.

## **PROPOSED SCHEDULE**

2. Members are reminded that the Council's Standing Orders provide that Executive meetings are to be held on dates to be determined by the Executive Leader. The Executive Leader has therefore been consulted and has approved the dates which are shown in the schedule appended to this report. Eleven meetings have been arranged for the Executive to meet monthly except during August, which is largely kept clear of meetings in accordance with the Council's practice.
3. All other meeting dates are for Council to determine and a provisional schedule for the 2017-18 municipal year is attached at Appendix A. Members are asked to approve the proposals for meetings of the Council, Committees, the Scrutiny Board and the Policy Development and Review Panels.
4. Dates for the summer Community Action Teams (CATs) are in the process of being agreed and will be set to avoid the dates of council and committee meetings. Details will be circulated to members at the earliest opportunity.
5. The schedule of Council and committee meetings has been organised largely on the same basis as the current year's schedule. It provides for :
  - (i) six ordinary meetings of Council scheduled for the year, in addition to the annual meeting. Members are asked to note that the date of the proposed Council meeting in February 2018 is provisional as it is dependent upon the date of the county council precept meeting. In any event, the February Council meeting will commence at 5pm. The arrangements for the Council meetings are in accordance with Standing Orders;
  - (ii) six cycles of meetings of the Scrutiny Board and of the Policy Development and Review Panels;
  - (iii) six meetings of the Licensing and Regulatory Affairs Committee;
  - (iv) twelve meetings of the Planning Committee, arranged on a four-weekly basis; and
  - (v) quarterly meetings of the Audit and Governance Committee.
6. As in the current year, no provision has been made for meetings of the Licensing Panels. Arrangements will continue to be made for the hearings as and when required.
7. It is also proposed to arrange meetings of the Appeals Committee as and when required, with the exception of the first meeting of the municipal year which will outline the terms of reference for the committee.
8. Proposed dates for meetings of PUSH Joint Committee and PUSH Overview and Scrutiny Committee are shown for reference however these meeting dates will be approved by the PUSH Joint Committee and are therefore subject to confirmation.

## **RISK ASSESSMENT**

9. There is no significant risk attached to determining the schedule of meetings for next year but it does present the opportunity of aiding the proper administration of the Council's business.

## **CONCLUSION**

10. Council is asked to determine dates for meetings of the Council, Committees, Scrutiny Board and the Policy Development and Review Panels for the municipal year 2017-18. The Executive Leader has determined the dates of Executive meetings. Council is invited to approve the proposed schedule, appended to the report at Appendix A.

**Appendices:** Appendix A: Proposed schedule of meetings for 2017-18

**Background Papers:** None

**Reference Papers:** Fareham Borough Council Constitution

**Enquiries:** For further information please contact Leigh Usher. (Ext: 4553)