

<b>Meeting Date</b>	14 May 2014
<b>Report Title</b>	Timetable of Meetings
<b>Cabinet Member</b>	Leader
<b>SMT Lead</b>	Director of Corporate Services
<b>Head of Service</b>	n/a
<b>Lead Officer</b>	Democratic and Electoral Services Manager
<b>Key Decision</b>	No
<b>Classification</b>	Open
<b>Forward Plan</b>	Reference number: n/a

<b>Recommendations</b>	1. That Annual Council agrees the programme of meetings set out in Appendix I to this report.
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## **1 Purpose of Report and Executive Summary**

- 1.1 Each year the Timetable of Meetings is submitted to Annual Council to agree the programme for the next Municipal Year.

## **2 Background**

- 2.1 The Constitution requires the Council to approve a programme of meetings for the forthcoming Municipal Year.
- 2.2 Appendix I sets out a suggested programme of meetings (including foot notes). This is based on the previous year's programme and covers the following criteria:
- (i) planning meetings set to meet planning targets - from June 2014 to align with Maidstone and Tunbridge Wells Borough Councils, and as part of the Planning Support Shared Service, Planning Committees will be arranged in a three-week cycle, rather than the previous four-week cycle;
  - (ii) council meetings set to ensure financial decisions are made on time;
  - (iii) monthly Cabinet meetings have been scheduled, however not all these may be required;
  - (iv) Scrutiny Committee set to meet monthly if it has business to consider and Policy Development and Review Committee set to meet every six weeks if it has business to consider;
  - (v) certain meetings meet on an 'as and when' basis and as such are not programmed into the timetable.

### **3 Proposal**

- 3.1 That Members agree the proposed programme of meetings for the ensuing municipal year.

### **4 Alternative Options**

- 4.1 Any changes to the Committee structure would lead to amendments to the timetable of meetings. Any additional meetings would have financial and human resource implications.

### **5 Consultation Undertaken or Proposed**

- 5.1 The draft timetable has previously been circulated to the Group Leaders, Scrutiny Chairmen, Management Team and Heads of Services.

### **6 Implications**

<b>Issue</b>	<b>Implications</b>
Corporate Plan	Open for Business.
Financial, Resource and Property	The cost of servicing the Council's committees will be met within existing budgets. The establishment of any additional Committee dates would have financial and human resource implications.
Legal and Statutory	None identified at this stage.
Crime and Disorder	None identified at this stage.
Sustainability	None identified at this stage.
Health and Wellbeing	None identified at this stage.
Risk Management and Health and Safety	None identified at this stage.
Equality and Diversity	None identified at this stage.

### **7 Appendices**

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

- Appendix I: Timetable Of Meetings

### **8 Background Papers**

None.