

REPORT TO	ON
Cabinet	25 January 2018
Council	28 February 2018

September 2017



TITLE	REPORT OF
Timetable of Meetings 2018/19	Legal Services Manager / Interim Monitoring Officer

Is this report confidential?	No
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## 1. PURPOSE OF THE REPORT

To determine the dates of the meetings of the Council, Cabinet and the various Committees for the 2018/19 Municipal Year.

## 2. RECOMMENDATIONS

That the Timetable of Meetings for 2018/19 as set out in the attached appendix be approved.

## 3. CORPORATE PRIORITIES

The report relates to the following corporate priorities

Clean, Green and Safe		Strong and Healthy Communities	
Strong South Ribble in the heart of prosperous Lancashire		Efficient, Effective and Exceptional Council	x

## 4. TIMETABLE OF MEETINGS 2018/19

4.1 The Timetable of Meetings for 2018/19 is set out in the attached appendix.

4.2 The variances from last year are:

- The timescales for meetings of the Governance Committee have been revised to take into account the new deadlines for the Closure of Accounts by the end of May each year and the publication of the certified accounts with the external audit opinion and certificate by the end of July each year in accordance with the Accounts and Audit Regulations 2015;
- The meetings of the Governance Committee will need to be held on Thursdays instead of Wednesdays to facilitate the revised timescales referred to above;
- There will be a two week gap between the meetings of the Scrutiny Committee and Cabinet, and where applicable the full Council. This is to enable reports to

be updated if necessary and published with the agendas for subsequent meetings in line with good governance practice; and

- There will be an Ordinary Council meeting and a Budget Council meeting on 6 February and 27 February 2019 respectively to enable the separate items of business to be considered.

4.3 The timetable will facilitate the submission of quarterly performance management reports and budget monitoring reports at the appropriate timescales within the Council Year.

4.4 The average frequency of the meetings set out in the Appendix is as follows:

Council	-	every two months
Cabinet Scrutiny Committee	-	every five/six weeks
Planning Committee	-	every four weeks
Governance Committee General Licensing Committee	-	every two months
Standards Committee Taxi Licensing Forum	-	quarterly

4.5 The meetings of the General Licensing Sub Committee Panels will be held on an ad-hoc basis as and when required.

4.6 The dates of the Shared Services Joint Committee meetings have still to be added to the Timetable following liaison with Chorley Borough Council.

4.7 The SMT and relevant team leaders have been consulted and where comments have been received, these have been incorporated in the proposed timetable.

4.8 Dates for Neighbourhood Forums will be confirmed in consultation with members and added to the timetable in due course.

4.9 It should be noted that following the Council Elections on 2 May 2019, it will be necessary to hold the Annual Council Meeting and the first Business Meeting of Council in the same week on Tuesday 14 May and Thursday 16 May 2019 respectively to enable the membership of Committees to be determined and the first meetings of the Governance Committee and Planning Committee to be held on 28 May and 29 May 2019 respectively following the Spring Bank Holiday.

## **5. WIDER IMPLICATIONS AND BACKGROUND DOCUMENTATION**

### **5.1 Comments of the Statutory Finance Officer**

The timetable takes account of the reduced statutory timescales for the reporting and approval of the Council's Statement of Accounts.

## 5.2 Comments of the Monitoring Officer

Clearly for the Council to do its business effectively there needs to be a carefully planned timetable of meetings in place. This report addressed this need.

<b>Other implications:</b>	
▶ <b>Risk</b>	Failure to have in place a robust and effective decision making structure and timetable of meetings could leave the Council's decisions open to challenge. This risk is addressed by the proposals within the report.
▶ <b>Equality &amp; Diversity</b>	There are no equality implications arising from this report.
▶ <b>HR &amp; Organisational Development</b>	There are no HR & Organisational Development implications arising from this report.
▶ <b>Property &amp; Asset Management</b>	There are no Property & Asset Management implications arising from this report.
▶ <b>ICT / Technology</b>	There are no ICT / Technology implications arising from this report.

## 6. BACKGROUND DOCUMENTS

There are no background papers to this report.

## 7. APPENDICES

Timetable of Meetings 2018/19  
Timetable Summary

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