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| **REPORT TO** | **ON** |
| **CABINET**  **COUNCIL** | **23 January 2018**  **6 February 2018** |
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| **TITLE** | **PORTFOLIO** | **REPORT OF** |
| **Timetable of meetings 2019/20** | **Leader of the Council** | **Assistant Director of Scrutiny and Democratic Services** |

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| Is this report a **KEY DECISION** (i.e. more than £100,000 or impacting on more than 2 Borough wards?)  Is this report on the **Statutory Cabinet Forward Plan**?  Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council?  Is this report confidential? | **No**  **Yes**  **Yes**  **No** |

**1. PURPOSE OF THE REPORT**

To determine the dates of the meetings of the Council, Cabinet and the various Committees for the 2019/20 Municipal Year.

**2. PORTFOLIO RECOMMENDATIONS**

That the Timetable of Meetings for 2019/20 as set out in the attached appendix be approved.

**3.REASONS FOR THE DECISION**

To enable the Council to conduct its business effectively it is important to have a carefully planned timetable of meetings in place.

**4. CORPORATE PRIORITIES**

The report relates to the following corporate priorities:

|  |  |
| --- | --- |
| Excellence and Financial Sustainability | X |
| Health and Wellbeing |  |
| Place |  |

1. **TIMETABLE OF MEETINGS 2019/20**
   1. The Timetable of Meetings for 2019/20 is set out in the attached appendix.
   2. The Timetable follows the same patterns as last year, some key points to note are:

* There will be a separate Budget Council meeting on 26 February 2020.
* The provision of four Taxi Trade Forums to build on improved relations with the Trade.
* Following the Council Elections on 2 May 2019, it will be necessary to hold the Annual Council Meeting of Council and the First Business Meeting of Council in the same week on Wednesday 15 May and Thursday 16 May 2019 respectively to enable the memberships of Committees to be determined and the first meetings of Governance Committee and Planning Committee to be held later in the month, along with appropriate training sessions for Members of Governance, Licensing and Planning.
* A number of Informal Cabinet Briefings have been added to the calendar that will promote the agenda management of the Cabinet meetings for Cabinet Members. These will be in addition to the Cabinet Workshop meetings.
* The number of meetings of the General Licensing Sub Committee Panels have been scheduled in but these dates will be determinate on any business to be considered and may change.
* Meetings of the Licensing Act Panels will meet on an ad-hoc basis as and when required.
* The dates of four Shared Services Joint Committee meetings have still to be added to the Timetable following liaison with Chorley Council.
* Dates for the Neighbourhood Forums will be confirmed in consultation with Members and added to the timetable in due course.

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

5.4 The Leadership Team and relevant team leaders have been consulted and where comments have been received, these have been commented into the proposed timetable.

**6. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

None.

1. **Financial implications**

There are no financial implications to this report.

1. **LEGAL IMPLICATIONS**

There are no legal implications to this report.

1. **Human Resources and Organisational Development implications**

N/A

1. **ICT/technology implications**

N/A

1. **Property and Asset Management implications**

N/A

1. **RISK MANAGEMENT**

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.

1. **EQUALITY AND DIVERSITY IMPACT**

N/A

1. **RELEVANT DIRECTORS RECOMMENDATIONS**

That the Timetable of Meetings for 2019/20 as set out in the attached appendix be approved.

1. **COMMENTS OF THE STATUTORY FINANCE OFFICER**

See comments in paragraph 7.

1. **COMMENTS OF THE MONITORING OFFICER**

Clearly it is important that the council’s meetings throughout the year are properly planned to enable the effective discharge of our business.

1. **BACKGROUND DOCUMENTS (or There are no background papers to this report)**

There are no background papers to this report.

**21. APPENDICES**

Appendix – Timetable of Meetings 2019/20

Darren Cranshaw

Assistant Director of Scrutiny and Democratic

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| Report Author: | Telephone: | Date: |
| Dianne Scambler – Governance and Member Services Team Leader | 01772 625309 | 19 December 2018 |