

Key Decision Required:	NO	In the Forward Plan:	YES
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CABINET

23 MARCH 2018

REPORT OF FINANCE AND CORPORATE RESOURCES PORTFOLIO HOLDER

A.1 PROGRAMME OF MEETINGS 2018/2019 MUNICIPAL YEAR

(Report prepared by Ian Ford)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To enable Cabinet to give consideration to the programme of meetings for the 2018/2019 Municipal Year.

EXECUTIVE SUMMARY

This report will enable Cabinet, as required by the Constitution, to submit for formal approval to the Annual Meeting of the Council a programme of meetings for the 2018/2019 Municipal Year.

RECOMMENDATION

- (a) That, subject to any relevant decisions that are taken by Members at the Full Council meeting due to be held on 27 March 2018, the programme of meetings for the Council and Committees, as set out in the Appendix to this report, be approved, in principle, and be submitted to the Annual Meeting of the Council for formal approval; and**
- (b) That the proposed dates for Members' training on planning etc. matters be noted.**

PART 2 – SUPPORTING INFORMATION

BACKGROUND

Members of the Cabinet will be aware that a review of the Council's committee structure is ongoing.

Full Council, at its meeting held on 21 November 2017 (Minute 94 refers), agreed, in principle, a new committee structure together with a timetable for the implementation of the new committee structure.

Subsequently, Full Council, at its meeting held on 23 January 2018 (Minute 116 refers) agreed, amongst other things, the names and the terms of reference of the two new overview and scrutiny committees.

A report will be submitted to Full Council, at its meeting due to be held on 27 March 2018, to enable it to finalise the outcome of the committee structure review.

Consequently, a draft programme of meetings has been prepared and approved and is set out as an Appendix to this report. The meetings of the Community Leadership Overview and Scrutiny Committee, the Human Resources and Council Tax Committee and the

Resources and Services Overview and Scrutiny Committee will normally commence at 7.30 p.m. Meetings of the Planning Committee will normally commence at 6.00 p.m. Those Committees will normally meet at the Council Offices, Weeley.

Meetings of the Audit Committee, the Licensing and Registration Committee and the Standards Committee will be held on a quarterly basis at the Council Offices, Weeley and will normally commence at 7.30 p.m. (with the exception of the Standards Committee which will meet at 10.00 a.m.). Local Plan Committee meetings will be held at 6.00 p.m. in the Princes Theatre in the Town Hall, Clacton-on-Sea or in the Council Chamber, at the Council Offices, Weeley. However, the dates of the programmed Local Plan Committee meetings will be subject to change and/or additional meetings may need to be arranged to reflect the Local Plan decision making process which is outside the Council's control.

Meetings of the full Council will commence at 7.30 p.m. and are scheduled to be held in the Princes Theatre at the Town Hall.

Cabinet meetings are fixed by the Leader of the Council in accordance with Article 7.08 Cabinet Procedures Rule sub-section 1.1 of the Council's Constitution and therefore the scheduling et cetera may change. The public meetings of the Cabinet listed are scheduled to commence at 10.30 a.m. in the Essex Hall, at the Town Hall, Clacton-on-Sea.

The programme does not show meetings of the Sub-Committees, which are arranged either at meetings of the relevant Sub-Committee or from time to time when required.

A new feature this year is the inclusion of dates for Members' training on matters relating to planning and development control in order to assist Members in keeping their diaries up-to-date.

BACKGROUND PAPERS FOR THE DECISION

None.

APPENDICES

Programme of Meetings for the 2018/19 Municipal Year.