### North East Derbyshire District Council

#### **Cabinet**

#### 8 March 2017

#### **Proposed Calendar of Meetings 2017/18**

### Report of Councillor G Baxter MBE, Leader of the Council

This report is public

#### Purpose of the Report

• To present for Cabinet's approval the calendar of meetings for 2017/18.

### 1 Report Details

- 1.1 Attached at **Appendix 1** is the proposed calendar of meetings for 2017/18.
- 1.2 The schedule has been drawn up using the rules previously used in relation to:-
  - Facilitation for consideration of statutory business within legal deadlines;
  - Member preferences for commencement times and days of the week;
  - Frequency of meetings as set out in the constitution.
- 1.3 In addition, the schedule has been devised to address some attendance issues at meetings and to secure appropriate staff cover.
- 1.4 Members are asked to note the following points:-
  - There will again be briefings held prior to the first meetings of Licensing, Planning and Audit and Corporate Governance Scrutiny Committees. This will be an opportunity for members to refresh themselves about the functions of the committee and their role within it.
  - Training for all Chairs and Vice Chairs will be arranged shortly after the Annual Council Meeting.
  - All Members and Officers will be electronically invited to the meetings listed in the calendar.
  - Governance Officers will arrange briefing meetings when required in advance of any relevant committees. There will be a schedule of these briefing meetings which will tie in with legal requirements for despatch of agendas.

#### 2 Conclusions and Reasons for Recommendation

2.1 To ensure the Council has in place an effective and efficient calendar of meetings for 2017/18 that meets the needs of Members and facilitates decision making in line with statutory deadlines.

## 3 Consultation and Equality Impact

3.1 The draft schedule has been sent to officers in Performance, Scrutiny and Finance for comment.

## 4 Alternative Options and Reasons for Rejection

- 4.1 N/A.
- 5 Implications
- 5.1 Finance and Risk Implications
- 5.1.1 N/A.
- 5.2 Legal Implications including Data Protection
- 5.2.1 N/A.
- 5.3 <u>Human Resources Implications</u>
- 5.3.1 None.

#### 6 Recommendations

- 6.1 That the 2017/18 calendar of meetings, attached at Appendix 1, be approved and the points outlined in paragraph 1.4 be noted.
- 6.2 That delegated authority be granted to the Governance Manager following consultation with the Leader of the Council and the Chairmen of the relevant Committee(s)/Working Group(s) to amend the Calendar of Meetings 2017/2018 as and when required.

# 7 <u>Decision Information</u>

Is the decision a Key Decision?  (A Key Decision is an executive decision which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	N/A
District Wards Affected	N/A
Links to Corporate Plan priorities or Policy Framework	N/A

# 8 <u>Document Information</u>

Appendix No	Title				
1	Draft Calendar of Meetings 2017/18				
on to a material section below.	<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)				
Report Author Contact Number					
Nicola Calver Governance Ma	ınager	(01246) 217753			

AGIN 5 (CAB 0308) Calendar of Meetings/AJD

## NORTH EAST DERBYSHIRE DISTRICT COUNCIL

## **CALENDAR OF MEETINGS 2017/18**

W/C: MONDAY, 1 MAY 2017					
Monday – 1 May	Tuesday – 2 May	Wednesday – 3 May	Thursday – 4 May	Friday – 5 May	
BANK HOLIDAY			ELECTIONS	ELECTIONS	
W/C: MONDAY, 8 MAY 2017  Monday – 8 May	Tuesday – 9 May	Wednesday –10 May	Thursday – 11 May	Friday – 12 May	
9.15am Planning Site Visits		10 am Cabinet		9.30 am SAMT (BDC)	
	2 pm Planning				
	3pm PLG				
	5pm Labour Group	5.30pm Shadow Cabinet			
		6.30pm – Conservative Grp			

W/C: MONDAY, 15 MAY 2017	<u>7</u>			
Monday – 15 May	Tuesday – 16 May	Wednesday – 17 May	Thursday – 18 May	Friday – 19 May
1 pm Group Meetings 2 pm COUNCIL followed by ANNUAL COUNCIL		10am Leadership	3 pm Audit & Corporate Governance Scrutiny Committee	
W/C: MONDAY, 22 MAY 2017	7			
Monday – 22 May	Tuesday – 23 May	Wednesday – 24 May	Thursday – 25 May	Friday – 26 May
	2 pm Strategic Alliance Joint Committee (NED)		2 pm Licensing Sub- Committee (Taxis)	9.30 am SAMT (NED)  2 pm Draft Cabinet

W/C: MONDAY, 29 MAY 201	<u>7</u>			
Monday – 29 May	Tuesday – 30 May	Wednesday – 31 May	Thursday – 1 June	Friday – 2 June
BANK HOLIDAY	2pm Partnership Overview Group (POG)	1 pm CJCG Pre-Meets 2 pm Council Joint Consultative Group		1.30 pm Communities Scrutiny Committee
			5 pm Standards	
W/C: MONDAY, 5 JUNE 201	<u>7</u>			
Monday – 5 June	Tuesday – 6 June	Wednesday – 7 June	Thursday – 8 June	Friday – 9 June
9.15am Planning Site Visits	2 pm Planning 3pm PLG 5pm Labour Group	10 am Cabinet	2 pm Licensing Committee	9.30 am SAMT (BDC)

W/C: MONDAY, 12 JUNE 20	<u>017</u>			
Monday – 12 June	Tuesday – 13 June	Wednesday – 14 June	Thursday – 15 June	Friday – 16 June
	2 pm Local Plan Steering Group	10am Leadership  3 pm Organisation Scrutiny Committee	2 pm Growth Scrutiny Committee	2 pm Draft Cabinet
W/C: MONDAY, 19 JUNE 20	<u>017</u>			
Monday – 19 June	Tuesday – 20 June	Wednesday – 21 June	Thursday – 22 June	Friday – 23 June
	9.30 am Member Involvement Half Day	10am Disabled People's Consultative Group	2 pm Licensing Sub- Committee (Taxis)	9.30 am SAMT (NED)

<u>17</u>			
Tuesday – 27 June	Wednesday – 28 June	Thursday – 29 June	Friday – 30 June
2 pm Planning 3pm PLG 5pm Labour Group	10 am Cabinet	3 pm Joint Board (CBC)	Proposed District and Parish Council Conference
Tuesday – 4 July	Wednesday – 5 July	Thursday – 6 July	Friday – 7 July
LGA CONFERENCE	LGA CONFERENCE	LGA CONFERENCE	9.30 am SAMT (BDC)
	2 pm Planning 3pm PLG 5pm Labour Group  Tuesday – 4 July	Tuesday – 27 June  Wednesday – 28 June  10 am Cabinet  2 pm Planning 3pm PLG 5pm Labour Group  Tuesday – 4 July  Wednesday – 5 July	Tuesday – 27 June  Wednesday – 28 June  Thursday – 29 June  10 am Cabinet  3 pm Joint Board (CBC)  5pm Labour Group  Tuesday – 4 July  Wednesday – 5 July  Thursday – 6 July

W/C: MONDAY, 10 JULY 20	<u>17</u>			
Monday – 10 July	Tuesday – 11 July	Wednesday – 12 July	Thursday – 13 July	Friday – 14 July
	10am Partnership Overview Group (POG)	10am Leadership		
	2 pm Strategic Alliance Joint Committee (NED)		2 pm Licensing Sub- Committee (Taxis)	
W/C: MONDAY, 17 JULY 20		W. J	TI 00 III	
Monday – 17 July	Tuesday – 18 July	Wednesday – 19 July	Thursday – 20 July	Friday – 21 July
	10 am Quarterly Budget & Performance Meeting	10am Member Development Working Group		9.30 am SAMT (NED)
	12 pm Quarterly Budget & Performance Meeting			
	2 pm Quarterly Budget & Performance Meeting	3 pm Organisation Scrutiny Committee	2 pm Growth Scrutiny Committee	2 pm Draft Cabinet

W/C: MONDAY, 24 JULY 201	<u>17</u>			
Monday – 24 July	Tuesday – 25 July	Wednesday – 26 July	Thursday – 27 July	Friday – 28 July
2pm Joint ICT Committee (Rykneld Homes)		5.30pm Shadow Cabinet	3 pm Audit & Corporate Governance Scrutiny Committee	1 pm Communities Scrutiny Committee
		6.30pm – Conservative Grp		
W/C: MONDAY, 31 JULY 201	1 <u>7</u>			
Monday – 31 July	Tuesday – 1 August	Wednesday – 2 August	Thursday – 3 August	Friday – 4 August
<ul><li>9.15am Planning Site Visits</li><li>1 pm Group Meetings</li><li>2 pm COUNCIL</li></ul>	2 pm Planning  3pm PLG  5pm Labour Group	10 am Cabinet	SUMMER RECESS BEGINS	9.30 SAMT (BDC)

W/C: MONDAY, 7 AUGUST	W/C: MONDAY, 7 AUGUST 2017					
Monday – 7 August	Tuesday – 8 August	Wednesday – 9 August	Thursday – 10 August	Friday – 11 August		
W/C: MONDAY, 14 AUGUS	T 2017					
Monday – 14 August	Tuesday – 15 August	Wednesday – 16 August	Thursday – 17 August	Friday – 18 August		
				9.30 am SAMT (NED)		
			2 pm Draft Cabinet			

W/C: MONDAY, 21 AUGUS	<u>T 2017</u>			
Monday – 21 August	Tuesday – 22 August	Wednesday – 23 August	Thursday – 24 August	Friday – 25 August
				9.15am Planning Site Visits
W/C: MONDAY, 28 AUGUS	T 2017			
Monday – 28 August	Tuesday – 29 August	Wednesday – 30 August	Thursday - 31 August	Friday – 1 September
BANK HOLIDAY SUMMER RECESS ENDS	2 pm Planning 3pm PLG 5pm Labour Group	10 am Cabinet		9.30 am SAMT (BDC)

W/C: MONDAY, 4 SEPTEME	BER 2017			
Monday – 4 September	Tuesday – 5 September	Wednesday – 6 September	Thursday – 7 September	Friday – 8 September
		10am Leadership		
			2 pm Licensing Sub- Committee (Taxis)	
		5.30pm Shadow Cabinet		
		6.30pm – Conservative Grp		
W/C: MONDAY, 11 SEPTEM	IBER 2017			
Monday – 11 September	Tuesday – 12 September	Wednesday – 13 September	Thursday – 14 September	Friday – 15 September
1 pm Group Meetings		10am Member Development Working Group		9.30 am SAMT (NED)
2 pm COUNCIL	3 pm Joint Board (BDC)	3 pm Organisation Scrutiny		2 pm Draft Cabinet
		Committee	5 pm Standards	

W/C: MONDAY, 18 SEPTE	W/C: MONDAY, 18 SEPTEMBER 2017					
Monday – 18 September	Tuesday – 19 September	Wednesday – 20 September	Thursday – 21 September	Friday – 22 September		
10.30AMJoint Crematorium Committee (CREMATORIUM)	2 pm Local Plan Steering Group	10am Disabled People's Consultative Group  1 pm JCG Pre-Meets 2 pm Council Joint Consultative Group	2 pm Growth Scrutiny Committee	1 pm Communities Scrutiny Committee		
				23 <sup>RD</sup> SEPTEMBER Brass Band Concert (7.30pm at Dronsfield Sports Centre)		
W/C: MONDAY, 25 SEPTE	MBER 2017					
Monday – 25 September	Tuesday – 26 September	Wednesday – 27 September	Thursday – 28 September	Friday – 29 September		
9.15am Planning Site Visits		10 am Cabinet		9.30 am SAMT BDC)		
2pm Partnership Overview Group (POG)	2 pm Planning 3pm PLG 5pm Labour Group		3 pm Audit & Corporate Governance Scrutiny Committee			

W/C: MONDAY, 2 OCTOBER 2017				
Monday – 2 October	Tuesday – 3 October	Wednesday – 4 October	Thursday – 5 October	Friday – 6 October
	2 pm Strategic Alliance Joint Committee (BDC)	10am Leadership	2 pm Licensing Sub- Committee (Taxis)	
W/C: MONDAY, 9 OCTOBER	R 2017			
Monday – 9 October	Tuesday – 10 October	Wednesday – 11 October	Thursday – 12 October	Friday – 13 October
				9.30 am SAMT (NED)
				2 pm Draft Cabinet

W/C: MONDAY, 16 OCTOBER 2017				
Monday – 16 October	Tuesday – 17 October	Wednesday – 18 October	Thursday – 19 October	Friday – 20 October
2 pm Member Involvement Half Day				
W/C: MONDAY, 23 OCTOBE	R 2017			
Monday – 23 October	Tuesday – 24 October	Wednesday – 25 October	Thursday – 26 October	Friday – 27 October
9.15am Planning Site Visits		10 am Cabinet		9.30 am SAMT (BDC)
	2 pm Planning 3pm PLG 5pm Labour Group			

W/C: MONDAY, 30 OCTOBER 2017				
Monday – 30 October	Tuesday – 31 October	Wednesday – 1 November	Thursday – 2 November	Friday – 3 November
	10 am Quarterly Budget & Performance Meeting	10am Leadership		
	12 pm Quarterly Budget & Performance Meeting			
	2 pm Quarterly Budget & Performance Meeting	3 pm Organisation Scrutiny Committee	2 pm Licensing Sub- Committe (Taxis)	
W/C: MONDAY, 6 NOVEMI	BER 2017			
Monday – 6 November	Tuesday – 7 November	Wednesday – 8 November	Thursday – 9 November	Friday – 10 November
	2pm Partnership Overview Group (POG)	3 pm Joint Board (BDC)	2 pm Growth Scrutiny Committee	9.30 am SAMT (NED)  2 pm Draft Cabinet

W/C: MONDAY, 13 NOVEM	MBER 2017			
Monday – 13 November	Tuesday – 14 November	Wednesday – 15 November	Thursday – 16 November	Friday – 17 November
		10am Member Development Working Group	3 pm Audit & Corporate Governance Scrutiny Committee	1 pm Communities Scrutiny Committee
W/C: MONDAY, 20 NOVE	MBER 2017			
Monday – 20 November	Tuesday – 21 November	Wednesday – 22 November	Thursday – 23 November	Friday – 24 November
9.15am Planning Site Visits		10 am Cabinet		9.30 am SAMT (BDC)
	2 pm Planning			
	3pm PLG			
	5pm Labour Group			

W/C: MONDAY, 27 NOVEMBER 2017				
Monday – 27 November	Tuesday – 28 November	Wednesday – 29 November	Thursday – 30 November	Friday – 1 December
		10am Leadership	2 pm Licensing Sub- Committee (Taxis)	2pm Draft Cabinet
W/C: MONDAY, 4 DECEM	BER 2017			<u>'</u>
Monday – 4 December	Tuesday – 5 December	Wednesday – 6 December	Thursday – 7 December	Friday – 8 December
	2 pm Strategic Alliance Joint Committee (NED)	10am Disabled People's Consultative Group	2 pm Licensing Committee	9.30 am SAMT (NED)
		5.30pm Shadow Cabinet 6.30pm – Conservative Grp		

W/C: MONDAY, 11 DECEM	MBER 2017			
Monday – 11 December	Tuesday – 12 December	Wednesday – 13 December	Thursday – 14 December	Friday – 15 December
9.15am Planning Site Viists  1 pm Group Meetings 2 pm COUNCIL	10am Partnership Overview Group (POG)  2 pm Planning  3pm PLG  5pm Labour Group	10am Cabinet  1 pm CJCG Pre-Meets  2 pm Council Joint Consultative Group	2 pm Draft Cabinet 5 pm Standards	
W/C: MONDAY, 18 DECEM	MBER 2017			
Monday – 18 December	Tuesday – 19 December	Wednesday – 20 December	Thursday - 21 December	Friday – 22 December
10.30AM Joint Crematorium Committee (BDC)	2 pm Local Plan Steering Group		2 pm Growth Scrutiny Committee	

W/C: MONDAY, 25 DECEM	BER 2017			
Monday – 25 December	Tuesday – 26 December	Wednesday – 27 December	Thursday – 28 December	Friday – 29 December
BANK HOLIDAY	BANK HOLIDAY	OFFICE CLOSED	OFFICE CLOSED	OFFICE CLOSED
W/C: MONDAY, 1 JANUAR	Y 2018			
Monday – 1 January	Tuesday – 2 January	Wednesday – 3 January	Thursday – 4 January	Friday – 5 January
BANK HOLIDAY	9.15am Planning Site Visits  2 pm Planning  3pm PLG  5pm Labour Group	10 am Cabinet	2 pm Licensing Sub- Committee (Taxis)	9.30 am SAMT (BDC)  2 pm Draft Cabinet

W/C: MONDAY, 8 JANUAR	Y 2018			
Monday – 8 January	Tuesday – 9 January	Wednesday – 10 January	Thursday – 11 January	Friday – 12 January
	9.30 am Member Involvement Half Day	10am Leadership  3 pm Organisation Scrutiny Committee	3 pm Joint Board (CBC)	1 pm Communities Scrutiny Committee
W/C: MONDAY, 15 JANUAR	RY 2018			
Monday – 15 January	Tuesday – 16 January	Wednesday – 17 January	Thursday – 18 January	Friday – 19 January
		10am Member Development Working Group		9.30 am SAMT (NED)

W/C: MONDAY, 22 JANUA	RY 2018			
Monday – 22 January	Tuesday – 23 January	Wednesday – 24 January	Thursday – 25 January	Friday – 26 January
10 am Quarterly Budget & Performance Meeting				
12 pm Quarterly Budget & Performance Meeting				
2 pm Quarterly Budget & Performance Meeting			3 pm Audit & Corporate Governance Scrutiny Committee	
W/C: MONDAY, 29 JANUA	RY 2018			
Monday – 29 January	Tuesday – 30 January	Wednesday – 31 January	Thursday – 1 February	Friday – 2 February
			2 pm Licensing Sub- Committee (Taxis)	9.30 am SAMT (BDC)  2 pm Draft Cabinet

W/C: MONDAY, 5 FEBRUARY 2018				
Monday – 5 February	Tuesday – 6 February	Wednesday – 7 February	Thursday – 8 February	Friday – 9 February
10am Partnership Overview Group (POG)	2 pm Strategic Alliance Joint Committee (BDC)		2 pm Growth Scrutiny Committee	
W/C: MONDAY, 12 FEBRU	ARY 2018			
Monday – 12 February	Tuesday – 13 February	Wednesday – 14 February	Thursday – 15 February	Friday – 16 February
9.15am Planning Site Visits		10 am Cabinet		9.30 am SAMT (NED)
	2 pm Planning			
	3pm PLG			
	5pm Labour Group	5.30pm Shadow Cabinet 6.30pm – Conservative Grp		

W/C: MONDAY, 19 FEBRU	ARY 2018			
Monday – 19 February	Tuesday – 20 February	Wednesday – 21 February	Thursday – 22 February	Friday – 23 February
1 pm Group Meetings 2 pm COUNCIL - (BUDGETS)		10am Leadership		1 pm Communities Scrutiny Committee
W/C: MONDAY, 26 FEBRU	ARY 2018			
Monday – 26 February	Tuesday – 27 February	Wednesday – 28 February	Thursday – 1 March	Friday – 2 March
		10am Member Development Working Group  3 pm Organisation Scrutiny Committee  5.30pm Shadow Cabinet  6.30pm – Conservative Grp	2 pm Licensing Sub- Committee (Taxis)	9.30 am SAMT (BDC)  2 pm Draft Cabinet

W/C: MONDAY, 5 MARCH	2018			
Monday – 5 March	Tuesday – 6 March	Wednesday – 7 March	Thursday – 8 March	Friday – 9 March
1 pm Group Meetings 2 pm COUNCIL	2 pm Local Plan Steering Group	10am Disabled Person's Consultative Group	3 pm Joint Board (NED)	
W/C: MONDAY, 12 MARC	H 2018			
Monday – 12 March	Tuesday – 13 March	Wednesday – 14 March	Thursday – 15 March	Friday – 16 March
	2.30PM Joint Crematorium Committee (NED)	10am Partnership Overview Group (POG)	5 pm Standards	9.30 am SAMT (NED)

W/C: MONDAY, 19 MARCH 2018				
Monday – 19 March	Tuesday – 20 March	Wednesday – 21 March	Thursday – 22 March	Friday – 23 March
9.15am Planning Site Visits	2 pm Planning	10am Cabinet		
2pm Joint ICT Committee (Rykneld Homes)	3pm PLG 5pm Labour Group			
W/C: MONDAY, 26 MARC	H 2018			
Monday – 26 March	Tuesday – 27 March	Wednesday – 28 March	Thursday – 29 March	Friday – 30 March
		10am Leadership  1 pm CJCG Pre-Meets  2 pm Council Joint Consultative Group	2 pm Draft Cabinet 2 pm Licensing Sub- Committee (Taxis)	GOOD FRIDAY

W/C: MONDAY, 2 APRIL 2018				
Monday – 2 April	Tuesday – 3 April	Wednesday – 4 April	Thursday – 5 April	Friday – 6 April
EASTER MONDAY	2 pm Strategic Alliance Joint Committee (BDC)		2 pm Growth Scrutiny Committee	9.30 am SAMT (BDC)
W/C: MONDAY, 9 APRIL 20	1 <u>18</u>			
Monday – 9 April	Tuesday – 10 April	Wednesday – 11 April	Thursday – 12 April	Friday – 13 April
9.15am Planning Site Visits	2 pm Planning 3pm PLG 5pm Labour Group	10 am Cabinet	3 pm Audit & Corporate Governance Scrutiny Committee	1 pm Communities Scrutiny Committee

W/C: MONDAY, 16 APRIL :	2018			
Monday – 16 April	Tuesday – 17 April	Wednesday – 18 April	Thursday – 19 April	Friday – 20 April
		10am Leadership  3 pm Organisation Scrutiny Committee		9.30 am SAMT (NED)
W/C: MONDAY, 23 APRIL	2018			
Monday – 23 April	Tuesday – 24 April	Wednesday - 25 April	Thursday - 26 April	Friday – 27 April
2 pm Member Involvement Half Day	2 pm Partnership Overview Group (POG)	10am Member Development Working Group	2 pm Licensing Sub- Committee (Taxis)	10 am Quarterly Budget & Performance Meeting  12 pm Quarterly Budget & Performance Meeting  2 pm Quarterly Budget & Performance Meeting

W/C: MONDAY, 30 APRIL 2018				
Monday – 30 April	Tuesday – 1 May	Wednesday – 2 May	Thursday – 3 May	Friday – 4 May
			ELECTIONS	ELECTIONS
W/C: MONDAY, 7 MAY 2018	<u>B</u>			
Monday – 7 May	Tuesday – 8 May	Wednesday – 9 May	Thursday – 10 May	Friday – 11 May
BANK HOLIDAY	<ul><li>9.15am Planning Site Visits</li><li>2 pm Planning</li><li>3pm PLG</li><li>5pm Labour Group</li></ul>	10 am Cabinet		9.30 SAMT (BDC)

W/C: MONDAY, 14 MAY 2018				
Monday – 14 May	Tuesday – 15 May	Wednesday – 16 May	Thursday - 17 May	Friday – 18 May
		10am Leadership	3 pm Audit & Corporate Governance Scrutiny Committee	
		5.30pm Shadow Cabinet		
		6.30pm – Conservative Grp		
W/C: MONDAY, 21 MAY 20	<u>18</u>			
Monday – 21 May	Tuesday – 22 May	Wednesday – 23 May	Thursday – 24 May	Friday – 25 May
1 pm Group Meetings 2 pm COUNCIL followed by ANNUAL COUNCIL		3 pm Joint Board (BDC)		9.30 am SAMT (NED)

W/C: MONDAY, 28 MAY 2018					
Monday – 28 May	Tuesday – 29 May	Wednesday – 30 May	Thursday – 1 June	Friday – 2 June	
BANK HOLIDAY	2 pm Local Plan Steering Group		2 pm Licensing Sub- Committee (Taxis)		