North East Derbyshire District Council

<u>Cabinet</u>

14 February 2018

Proposed Calendar of Meetings 2018/19

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 2018/19

1 Report Details

- 1.1 Attached at **Appendix 1** is the proposed calendar of meetings for 2018/19.
- 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 Members are asked to note the following points:-
 - Disabled People's Consultative Group will no longer have scheduled meetings due to a decision taken to focus on online engagement.
 - 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.
 - Details of the Member Induction Programme in May 2019 will be agreed at a later date.
 - Dates for meetings of the Shadow Cabinet and Conservative Group are provisional.

2 Conclusions and Reasons for Recommendation

2.1 To ensure the Council has in place an effective and efficient calendar of meetings for 2018/19 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 the Senior Management Team and officers in Planning, Performance, Scrutiny and Finance for comment.
- 3.2 Representatives of the unions were also consulted on the proposed dates for the Council Joint Consultative Group and the Health and Safety Sub-Group.

4 Alternative Options and Reasons for Rejection

4.1 N/A.

5 <u>Implications</u>

5.1 Finance and Risk Implications

5.1.1 The draft calendar has the same number of meetings and meetings the same deadlines as previous years. There should therefore be no impact in terms of resource required to implement this calendar of meetings.

5.2 Legal Implications including Data Protection

5.2.1 The calendar of meetings has taken into account the statutory timetables for certain business to be concluded, such as budget setting and closing of the accounts.

5.3 Human Resources Implications

5.3.1 As set out at 5.1.1, there should be no implications in terms of staffing levels required to implement this calendar of meetings.

6 Recommendations

- 6.1 That the 2018/19 calendar of meetings, attached at Appendix 1, be approved and the points outlined in paragraph 1.3 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) and the Chief Executive, to amend the calendar of meetings 2018/19 as and when required.

7 <u>Decision Information</u>

Is the decision a Key Decision?	No
A Key Decision is an executive decision	
which has a significant impact on two or more	
District wards or which results in income or	
expenditure to the Council above the	
following thresholds:	
BDC: Revenue - £75,000	
Capital - £150,000 ☐	
NEDDC: Revenue - £100,000 □	
·	
✓ Please indicate which threshold applies	
Is the decision subject to Call-In?	No
(Only Key Decisions are subject to Call-In)	
District Wards Affected	None
District Wards Affected	None
	B
Links to Corporate Plan priorities or	Demonstrating good governance
Policy Framework	

8 <u>Document Information</u>

Appendix No	Title				
1	Draft Calendar of Meetings 2018/19				
on to a material section below.	Background Papers (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					
Donna Cairns Senior Governa	nce Officer	(01246) 217045			

AGIN 6(b) (CAB 0214) Proposed Cal of Mtgs/AJD

Appendix 1

NORTH EAST DERBYSHIRE DISTRICT COUNCIL

MEETING SCHEDULE 2018/19

W/C: MONDAY, 21 MAY 201	18			
Monday – 21 May	Tuesday – 22 May	Wednesday - 23 May	Thursday – 24 May	Friday – 25 May
2 pm ANNUAL COUNCIL	2.30 pm Joint Crematorium Committee (CBC)	3 pm Joint Board (BDC)		9.30 am SAMT (NEDDC) 11.30am or following conclusion of SAMT - Cabinet Draft Agenda
W/C: MONDAY, 28 MAY 201	<u>18</u>			
Monday – 28 May	Tuesday – 29 May	Wednesday – 30 May	Thursday – 31 May	Friday – 1 June
Bank Holiday	2 pm Local Plan Steering Group		2 pm Licensing Sub- Committee (Taxis)	
W/C: MONDAY, 4 JUNE 201	<u>8</u>			
Monday – 4 June	Tuesday – 5 June	Wednesday – 6 June	Thursday – 7 June	Friday – 8 June
9.15am Planning Site Visits	2 pm Planning 3 pm Political Leadership Group	10 am Cabinet		9.30 am SAMT (BDC) 1.00 pm Communities Scrutiny Committee
	5 pm Labour Group			

W/C: MONDAY, 11 JUNE 20	<u>118</u>			
Monday – 11 June	Tuesday – 12 June	Wednesday – 13 June	Thursday – 14 June	Friday – 15 June
		10 am Leadership Team	1 pm Growth Scrutiny Committee	2.30 pm Cabinet Draft Agenda
	2 pm Strategic Alliance Joint Committee (NEDDC)	2 pm CJCG		
W/C: MONDAY, 18 JUNE 20	<u>118</u>			
Monday – 18 June	Tuesday – 19 June	Wednesday – 20 June	Thursday – 21 June	Friday – 22 June
	9.30 am Member Involvement Half Day		2 pm Health and Safety Sub-Group	9.30 am SAMT (NEDDC)
W/C: MONDAY, 25 JUNE 20	<u>118</u>			
Monday – 25 June	Tuesday – 26 June	Wednesday – 27 June	Thursday – 28 June	Friday – 29 June
9.15am Planning Site Visits	2 pm Planning	10 am Cabinet		
	3 pm Political Leadership Group		2 pm Licensing Sub- Committee (Taxis)	
	5 pm Labour Group			

W/C: MONDAY, 2 JULY 201	<u>8</u>			
Monday – 2 July	Tuesday – 3 July	Wednesday – 4 July	Thursday – 5 July	Friday – 6 July
	LGA Conference	LGA Conference 3 pm Organisation Scrutiny Committee 5.30 pm Shadow Cabinet 6.30 pm Conservative Grp	LGA Conference	9.30 am SAMT (BDC)
W/C: MONDAY, 9 JULY 201	<u>8</u>			
Monday – 9 July	Tuesday – 10 July	Wednesday – 11 July	Thursday – 12 July	Friday – 13 July
2 pm COUNCIL		10am Leadership Team	2 pm Licensing Committee 5 pm Standards	District and Parish Conference
W/C: MONDAY, 16 JULY 20	<u>18</u>			
Monday – 16 July	Tuesday – 17 July	Wednesday – 18 July	Thursday – 19 July	Friday – 20 July
	2 pm Local Plan Steering Group	10 am Member Development Woking Group	1 pm Growth Scrutiny Committee	9.30 am SAMT (NEDDC) 11.30am or following conclusion of SAMT - Cabinet Draft Agenda

W/C: MONDAY, 23 JULY 20	<u>118</u>			
Monday – 23 July	Tuesday – 24 July	Wednesday – 25 July	Thursday – 26 July	Friday – 27 July
	10 am Quarterly Budget & Performance Meeting 2 pm Strategic Alliance Joint Committee (BDC)		3 pm Audit & Corporate Governance Scrutiny Committee	
W/C: MONDAY, 30 JULY 20	18			
Monday – 30 July	Tuesday – 31 July	Wednesday – 1 August	Thursday - 2 August	Friday – 3 August
9.15am Planning Site Visits 2 pm Joint ICT Committee (Rykneld Homes)	2 pm Planning 3 pm Political Leadership Group 5 pm Labour Group	10 am Cabinet	2 pm Licensing Sub- Committee (Taxis)	9.30 am SAMT (BDC) 1 pm Communities Scrutiny Committee
W/C: MONDAY, 6 AUGUST	<u>2018</u>			
Monday – 6 August	Tuesday – 7 August	Wednesday – 8 August	Thursday - 9 August	Friday – 10 August
SUMMER RECESS BEGINS				

W/C: MONDAY, 13 AUGUS	ST 2018			
Monday – 13 August	Tuesday – 14 August	Wednesday – 15 August	Thursday – 16 August	Friday – 17 August
				9.30 am SAMT (NEDDC)
W/C: MONDAY, 20 AUGUS	ST 2018			
Monday - 20 August	Tuesday – 21 August	Wednesday – 22 August	Thursday – 23 August	Friday – 24 August
				2 pm Draft Cabinet Agenda
W/C: MONDAY, 27 AUGUS	ST 2018			
Monday – 27 August	Tuesday – 28 August	Wednesday – 29 August	Thursday – 30 August	Friday – 31 August
		10 am Leadership Team		9.30 am SAMT (BDC)
BANK HOLIDAY		To am Zouco omp Toum		oloc um orum (220)

W/C: MONDAY, 3 SEPTEM	MBER 2018			
Monday – 3 September	Tuesday – 4 September	Wednesday 5 September	Thursday – 6 September	Friday – 7 September
SUMMER RECESS ENDS 9.15am Planning Site Visits	2 pm Planning 3 pm Political Leadership Group 5 pm Labour Group	10 am Cabinet 3 pm Organisation Scrutiny Committee	2 pm Health and Safety Sub-Group	
W/C: MONDAY, 10 SEPTE	MBER 2018			
Monday – 10 September	Tuesday – 11 September	Wednesday – 12 September	Thursday – 13 September	Friday – 14 September
	2.30 pm Joint Board (BDC)	10 am Member Development Working Group 5.30 pm Shadow Cabinet 6.30 pm Conservative Grp	2 pm Licensing Sub- Committee (Taxis)	9.30 am SAMT (NEDDC)
W/C: MONDAY, 17 SEPTE	MBER 2018			
Monday – 17 September	Tuesday – 18 September	Wednesday – 19 September	Thursday – 20 September	Friday – 21 September
2 pm COUNCIL	2 pm Local Plan Steering Group			2 pm Draft Cabinet Agenda BRASS BAND FESTIVAL Saturday 22 September 7.30pm

W/C: MONDAY, 24 SEPTE	MBER 2018			
Monday – 24 September	Tuesday – 25 September	Wednesday – 26 September	Thursday – 27 September	Friday – 28 September
10.30 am Joint Crematorium Committee (BDC)		10 am Leadership Team 2 pm CJCG	1 pm Growth Scrutiny Committee	11.00 am SAMT (BDC)
W/C: MONDAY, 1 OCTOB	ER 2018			
Monday – 1 October	Tuesday – 2 October	Wednesday – 3 October	Thursday – 4 October	Friday – 5 October
9.15am Planning Site Visits	2 pm Planning 3 pm Political Leadership Group 5 pm Labour Group	10 am Cabinet	3 pm Audit & Corporate Governance Scrutiny Committee	1 pm Communities Scrutiny Committee
W/C: MONDAY, 8 OCTOB	ER 2018			
Monday – 8 October	Tuesday – 9 October	Wednesday – 10 October	Thursday – 11 October	Friday – 12 October
	2 pm Strategic Alliance Joint Committee (NEDDC)		2 pm Licensing Sub- Committee (Taxis)	9.30 am SAMT (NEDDC)

W/C: MONDAY, 15 OCTO	BER 2018			
Monday – 15 October	Tuesday – 16 October	Wednesday – 17 October	Thursday – 18 October	Friday – 19 October
2 pm Member Involvement Half Day			5 pm Standards	2 pm Draft Cabinet Agenda
W/C: MONDAY, 22 OCTO	BER 2018			
Monday – 22 October	Tuesday – 23 October	Wednesday – 24 October	Thursday – 25 October	Friday – 26 October
		10am Leadership Team		9.30 am SAMT (BDC)
			2 pm Licensing Committee	
W/C: MONDAY, 29 OCTO	BER 2018			
Monday – 29 October	Tuesday – 30 October	Wednesday – 31 October	Thursday – 1 November	Friday – 2 November
9.15am Planning Site Visits	O man Diamain a	10 am Cabinet		
	2 pm Planning 3 pm Political Leadership Group	5.30 pm Shadow Cabinet		
	5 pm Labour Group	6.30 pm Conservative Grp		

W/C: MONDAY, 5 NOVEM	BER 2018			
Monday – 5 November	Tuesday – 6 November	Wednesday – 7 November	Thursday – 8 November	Friday – 9 November
2 pm COUNCIL	10 am Quarterly Budget & Performance Meeting	3 pm Organisation Scrutiny Committee	2 pm Licensing Sub- Committe (Taxis)	9.30 am SAMT (NEDDC)
W/C: MONDAY, 12 NOVE	MBER 2018			
Monday – 12 November	Tuesday – 13 November	Wednesday – 14 November	Thursday – 15 November	Friday – 16 November
		10 am Member Development Working Group	1 pm Growth Scrutiny Committee	2 pm Draft Cabinet Agenda
W/C: MONDAY, 19 NOVE	MBER 2018			
Monday – 19 November	Tuesday – 20 November	Wednesday – 21 November	Thursday – 22 November	Friday – 23 November
	2 pm Local Plan Steering Group	10 am Leadership Team	3 pm Audit & Corporate Governance Scrutiny Committee	9.30 am SAMT (BDC) 1 pm Communities Scrutiny Committee

W/C: MONDAY, 26 NOVE	MBER 2018			
Monday – 26 November	Tuesday – 27 November	Wednesday – 28 November	Thursday – 29 November	Friday – 30 November
9.15am Planning Site Visits	2 pm Planning 3 pm Political Leadership Group 5 pm Labour Group	10 am Cabinet	2 pm Health and Safety Sub- Group	
W/C: MONDAY, 3 DECEM	IBER 2018			
Monday – 3 December	Tuesday – 4 December	Wednesday – 5 December	Thursday – 6 December	Friday – 7 December
			2 pm Licensing Sub- Committee (Taxis)	9.30 am SAMT (NEDDC) 11.30 or following conclusion of SAMT Draft Cabinet Agenda
W/C: MONDAY, 10 DECE	MBER 2018			
Monday – 10 December	Tuesday – 11 December	Wednesday – 12 December	Thursday – 13 December	Friday – 14 December
	2 pm Strategic Alliance Joint Committee (BDC)	2 pm CJCG	1 pm Growth Scrutiny Committee	

W/C: MONDAY, 17 DECE	MBER 2018			
Monday – 17 December	Tuesday – 18 December	Wednesday – 19 December	Thursday – 20 December	Friday – 21 December
9.15am Planning Site Visits 10.30 am Joint Crematorium Committee (NEDDC)	2 pm Planning 3 pm Political Leadership Group 5 pm Labour Group	10 am Cabinet		9.30 am SAMT (BDC)
W/C: MONDAY, 24 DECE	MBER 2018			
Monday – 24 December	Tuesday – 25 December	Wednesday – 26 December	Thursday – 27 December	Friday – 28 December
	BANK HOLIDAY	BANK HOLIDAY		
W/C: MONDAY, 31 DECE	MBER 2018			
Monday – 31 December	Tuesday – 1 January	Wednesday – 2 January	Thursday – 3 January	Friday – 4 January
	BANK HOLIDAY	10 am Leadership Team		9.30 am SAMT (NEDDC) 11.30 am or following conclusion of SAMT Draft Cabinet Agenda

W/C: MONDAY, 7 JANUA	RY 2019			
Monday – 7 January	Tuesday – 8 January	Wednesday – 9 January	Thursday – 10 January	Friday – 11 January
			2 pm Licensing Sub- Committee (Taxis)	
W/C: MONDAY, 14 JANUA	ARY 2019			
Monday – 14 January	Tuesday – 15 January	Wednesday – 16 January	Thursday – 17 January	Friday – 18 January
9.15am Planning Site Visits	2 pm Planning 3 pm Political Leadership Group 5 pm Labour Group	10 am Cabinet 3 pm Organisation Scrutiny Committee 5.30 pm Shadow Cabinet 6.30 pm Conservative Grp		9.30 am SAMT (BDC) 1 pm Communities Scrutiny Committee
W/C: MONDAY, 21 JANUA				
Monday – 21 January	Tuesday – 22 January	Wednesday – 23 January	Thursday – 24 January	Friday – 25 January
2 pm Council	10 am Quarterly Budget & Performance Meeting	10 am Member Development Working Group		
	2 pm Local Plan Steering Group		5 pm Standards	

W/C: MONDAY, 28 JANU	ARY 2019			
Monday – 28 January	Tuesday – 29 January	Wednesday – 30 January	Thursday – 31 January	Friday – 1 February
	9.30 am Member Involvement Half Day	10 am Leadership Team 6 pm District and Parish Liaison Group – Business Meeting	3 pm Audit & Corporate Governance Scrutiny Committee	9.30 am SAMT (NEDDC) 11.30 or following conclusion of SAMT Draft Cabinet Agenda
W/C: MONDAY, 4 FEBRU	ARY 2019			
Monday – 4 February	Tuesday – 5 February	Wednesday – 6 February	Thursday – 7 February	Friday – 8 February
	2 pm Strategic Alliance Joint Committee (NEDDC)		2 pm Licensing Sub- Committee (Taxis)	
W/C: MONDAY, 11 FEBR	UARY 2019			
Monday – 11 February	Tuesday – 12 February	Wednesday – 13 February	Thursday – 14 February	Friday – 15 February
9.15am Planning Site Visits	2 pm Planning	10 am Cabinet		9.30 am SAMT (BDC)
	3 pm Political Leadership Group	5.30 pm Shadow Cabinet		
	5 pm Labour Group	6.30 pm Conservative Grp		

W/C: MONDAY, 18 FEBRU	JARY 2019			
Monday – 18 February	Tuesday – 19 February	Wednesday – 20 February	Thursday – 21 February	Friday – 22 February
2 pm COUNCIL - (BUDGETS)		10 am Member Development Working Group	2 pm Health and Safety Sub-Group	
N/C: MONDAY, 25 FEBRU	JARY 2019			
Monday – 25 February	Tuesday – 26 February	Wednesday – 27 February	Thursday – 28 February	Friday – 1 March
		10 am Leadership Team	1 pm Growth Scrutiny Committee	9.30 am SAMT (NEDDC) 11.30 am or following conclusion of SAMT Draft Cabinet Agenda
		5.30 pm Shadow Cabinet		1 pm Communities
		6.30 pm Conservative Grp		Scrutiny Committee
W/C: MONDAY, 4 MARCH	2019			
Monday – 4 March	Tuesday – 5 March	Wednesday – 6 March	Thursday – 7 March	Friday – 8 March
2 pm COUNCIL		3 pm Organisation Scrutiny Committee	2 pm Licensing Sub- Committee (Taxis)	

W/C: MONDAY, 11 MARCI	<u> 1 2019</u>			
Monday – 11 March	Tuesday – 12 March	Wednesday – 13 March	Thursday – 14 March	Friday – 15 March
9.15am Planning Site Visits 10.30 am Joint Crematorium Committee(CBC)	2 pm Planning 3 pm Political Leadership Group 5 pm Labour Group	10am Cabinet		9.30 am SAMT (BDC)
V/C: MONDAY, 18 MARCI				
Monday – 18 March	Tuesday – 19 March	Wednesday – 20 March	Thursday – 21 March	Friday – 22 March
		2.30 pm Joint Board (CBC)	2 pm Licensing Committee	
W/C: MONDAY, 25 MARCI	<u>1 2019</u>			
Monday – 25 March	Tuesday – 26 March	Wednesday – 27 March	Thursday – 28 March	Friday – 29 March
		10 am Leadership Team		9.30 am SAMT (NEDDC)
2 pm Member Involvement Half Day	2 pm Local Plan Steering Group	2 pm CJCG		2pm Draft Cabinet Agenda

W/C: MONDAY, 1 APRIL 2	<u>2019</u>			
Monday – 1 April	Tuesday – 2 April	Wednesday – 3 April	Thursday – 4 April	Friday – 5 April
2 pm Joint ICT Committee (Rykneld Homes)	2 pm Strategic Alliance Joint Committee (BDC)	10 am Member Development Working Group	2 pm Licensing Sub- Committee (Taxis)	
W/C: MONDAY, 8 APRIL 2	2 <u>019</u>			
Monday – 8 April	Tuesday – 9 April	Wednesday – 10 April	Thursday – 11 April	Friday – 12 April
9.15am Planning Site Visits	2 pm Planning 3 pm Political Leadership Group 5 pm Labour Group	10 am Cabinet	1 pm Growth Scrutiny Committee 5 pm Standards	11 am SAMT (BDC) 1 pm Communities Scrutiny Committee
W/C: MONDAY, 15 APRIL	<u>2019</u>			
Monday – 15 April	Tuesday – 16 April	Wednesday – 17 April	Thursday - 18 April	Friday – 19 April
		3 pm Organisation Scrutiny Committee	3 pm Audit & Corporate Governance Scrutiny Committee	BANK HOLIDAY

W/C: MONDAY, 22 APRIL 2019					
Monday – 22 April	Tuesday – 23 April	Wednesday – 24 April	Thursday – 25 April	Friday – 26 April	
BANK HOLIDAY		10 am Leadership Team		9.30 am SAMT (NEDDC)	
W/C: MONDAY, 29 APF	RIL 2019				
Monday – 29 April	Tuesday - 30 April	Wednesday – 1 May	Thursday - 2 May	Friday – 3 May	
	10 am Quarterly Budget & Performance Meeting		ELECTIONS	ELECTIONS RESULTS	
W/C: MONDAY, 6 MAY	2019		'		
Monday – 6 May	Tuesday – 7 May	Wednesday – 8 May	Thursday – 9 May	Friday – 10 May	
BANK HOLIDAY	Member Induction – Details to be confirmed			9.30 am SAMT (BDC)	

W/C: MONDAY, 13 MAY 2	<u>019</u>			
Monday – 13 May	Tuesday – 14 May	Wednesday – 15 May	Thursday – 16 May	Friday – 17 May
		5.30 pm Shadow Cabinet		
		6.30 pm Conservative Grp		
W/C: MONDAY, 20 MAY 2	019			·
Monday – 20 May	Tuesday – 21 May	Wednesday – 22 May	Thursday – 23 May	Friday – 24 May
2 pm ANNUAL COUNCIL				9.30 am SAMT (NEDDC)
New Municipal Year				
<u>W/C: MONDAY, 27 MAY 2</u>	<u>019</u>			
Monday – 27 May	Tuesday – 28 May	Wednesday – 29 May	Thursday – 30 May	Friday – 31 May
DANK HOLIDAY				
BANK HOLIDAY				