



AGENDA ITEM: 12

SUMMARY

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| Report for: | Cabinet |
| Date of meeting: | 15 December 2015 |
| PART: | 1 |
| If Part II, reason: | |

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| Title of report: | MEETING TIMETABLE 2016/17 |
| Contact: | Councillor Harden, Portfolio Holder for Residents and Corporate Services Author: Jim Doyle, Group Manager (Democratic Services), ext. 2222 Responsible Officer: Steve Baker, Assistant Director (Chief Executive's Unit) |
| Purpose of report: | To seek approval of the Meeting Timetable for 2016/17 |
| Recommendations: | That Cabinet recommends Council to approve the Meeting Timetable for 2016/17 as set out in Annex A to this report. |
| Corporate objectives: | The various meetings of the Council, Cabinet and Committees support the achievement of the Council's Corporate Objectives. |
| Implications: 'Value For Money Implications:' | Approval of the Meeting Timetable enables Members and Officers to manage forward decision making planning. |
| Risk Implications | Not applicable. |
| Community Impact Assessment | Not applicable. |
| Health And Safety Implications | Not applicable. |
| Monitoring Officer/ S.151 Officer | Monitoring Officer: |

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| Comments | <p>This is a report submitted on behalf of the Monitoring Officer. A programme of meetings of the Council's Cabinet and Committees must be approved annually by the Council but the date of any meeting may be varied by the appropriate Committee.</p> <p>Deputy S.151 Officer:</p> <p>There are no direct financial consequences of this report.</p> |
| Consultees: | The Leader of the Council and Corporate Management Team. |
| Background papers: | None |
| Glossary of acronyms and any other abbreviations used in this report: | None |

BACKGROUND

1. Attached at Annex A is a draft timetable showing the proposed dates for the meetings of the full Council, the Cabinet, the Overview and Scrutiny Committees and the Regulatory Committees for the municipal year 2016/17.
2. The timetable includes dates for the regular cycle of meetings for Council, the Cabinet, the Overview and Scrutiny Committees and the regulatory Committees such as: Development Control Committee, Standards Committee and the Licensing and Appeals Committees.
3. The three main Overview and Scrutiny Committees have been scheduled seven meetings in the year. In addition, a "Call-in Contingency" date has been set aside each month for call-ins arising from any of the Committees.
4. Monday evenings are mostly left free to enable those Members who are also Parish or Town Councillors to attend Town or Parish Council meetings which are traditionally held on Mondays.
5. School holidays are shaded and meetings are kept to a minimum during that time.
6. Other considerations taken into account when compiling the timetable include:
 - the Dacorum Community Safety Partnership (DCSP) has to meet in May and October because of the need to consider the end of the financial year statistics;
 - the need to align the Overview and Scrutiny Committees with the Quarterly Performance reporting schedule;
 - the budget setting process;
 - the Council's Audit regime and the timing of the Audit of Accounts;

- the date of Annual Council;
- the date of the LGA Conference;
- keeping the same day of the week where possible for ease and consistency;
- the three week cycle for Development Control Committee and the six week cycle for Council meetings;
- individual Member availability, and
- the dates of elections (where known).