



Report for:	Cabinet
Date of meeting:	13 December 2016
PART:	1
If Part II, reason:	

Title of report:	MEETING TIMETABLE 2017/18
Contact:	Councillor Harden, Portfolio Holder for Residents and Corporate Services Author/Responsible Officer: Jim Doyle, Group Manager (Democratic Services), ext. 2222
Purpose of report:	To seek approval of the Meeting Timetable for 2017/18
Recommendations:	That Cabinet recommends Council approve the Meeting Timetable for 2017/18 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 Comments	Monitoring Officer: No comments to add to the report

	Deputy S.151 Officer: There are no direct financial implications of the recommendations.
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 2017/18.
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, Licensing and Appeals.
3. The three main Overview and Scrutiny Committees have been scheduled seven meetings in the year. In addition, a number of "Call-in Contingency" dates have been set aside 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. Considerations made when compiling the timetable include:
 - the Dacorum Community Safety Partnership (DCSP) has to meet when it does due to them considering end of financial year statistics, therefore should meet in April and October
 - the timetable starting point is organised around DCC and Full Council
 - needing to align O&S committees with the Quarterly Performance reporting schedule
 - budget setting process
 - Audit regime - Audit of Accounts
 - date of Annual Council
 - LGA Conference dates
 - same day of the week for ease/consistency
 - Member availability – e.g. SPAE Chair cannot do first Tuesday of the month
 - dates of Elections
 - dates of School Holidays