



**REPORT of
CHIEF EXECUTIVE**

**to
COUNCIL
21 DECEMBER 2017**

SCHEDULE OF MEETINGS 2018 / 19

1. PURPOSE OF THE REPORT

- 1.1 A draft schedule of meetings for the 2018 / 19 municipal year is presented for the Council's consideration.

2. RECOMMENDATION

That the schedule of meetings for 2018 / 19 attached as **APPENDIX 1** be approved.

3. SUMMARY OF KEY ISSUES

- 3.1 The draft Schedule (**APPENDIX 1**) incorporates dates for all the Committees in the structure agreed by the Council except the Joint Standards, Licensing Sub, Investigating & Disciplinary and Appointments Committees, meetings of which are arranged as and when required.
- 3.2 This has been prepared taking into account the requirements and suggestions of the Corporate Leadership Team and other lead Officers.
- 3.3 **Area Planning Committees**
- 3.3.1 So far as is possible, the Area Planning Committees are on a four-weekly cycle and held on consecutive weeks.
- 3.4 **Extraordinary Council (Planning) meetings**
- 3.4.1 As there is likely to be a continued need during 2018 / 19 to determine applications of 'development of strategic and major interest' this Schedule includes provision for extraordinary meetings of the Council (Council (Planning)) to meet this requirement. It should be noted that these meeting are *provisional* dates and the final dates and times will be provided nearer the time.

3.5 **Recess**

- 3.5.1 Save for the need to continue the cycle of Area Planning Committees, there is a three week recess in August, a two week recess Christmas and one week at Easter for non-planning meetings. These recess' have been planned to fall during school holiday dates as advertised by Essex County Council.

3.6 **Quarterly Performance Reporting**

- 3.6.1 Provision has been made within the Schedule for quarterly reporting to Committees.

4. **CONCLUSION**

- 4.1 It is considered that the schedule attached as **APPENDIX 1** represents a framework for meetings of the Council and its Committees.

5. **IMPACT ON CORPORATE GOALS**

- 5.1 An efficient and effective committee structure underpins the timely delivery of the corporate goals.

6. **IMPLICATIONS**

- (i) **Impact on Customers** – None, provided that an adequate framework is in place for the Council and its Committees to operate and transact business.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – None.
- (iv) **Impact on Financial (Resources and Human)** – None, unless linked to any particular requirements resulting from the operation of the Overview and Scrutiny Committee.
- (v) **Impact on the Environment** – None.

Background Papers: None.

Enquiries to: Tara Bird, Committee Services Supervisor, (Tel: 01621 875791).