

POLICY AND RESOURCES COMMITTEE – 4 SEPTEMBER 2018

COUNCIL – 23 OCTOBER 2018

PART I – NOT DELEGATED

5. CALENDAR OF MEETINGS 2019/2020

(CED)

1. Summary

- 1.1 To consider the draft Calendar of Meetings for the Local Government Year 2019/2020.

2. Details

- 2.1 The Calendar for 2019/2020 has been drafted taking into account the Committee governance arrangements.

Local Area Forums

- 2.2 Local Area Forum dates have been included in the calendar. The venues for the meetings will be booked by the Committee Team in consultation with the Forum Chairman.

- 2.3 The Chairman of each Forum is responsible for providing and circulating the minutes from the meeting and should please provide a copy to the Committee team to publish on the Council's website. This is important as members of the public often request a copy of the minutes from the team. The Committee team arrange the meetings, book the venues (budget provision is made for the cost of the venues) and circulate the agenda.

Audit Committee and Policy and Resources Committee

- 2.4 The Audit Committee has to meet before 31 July each year in order to meet the Audit sign-off deadline to agree the statement of accounts. This change has been factored into the Council Calendar for 2019/20.

- 2.5 The Audit Committee and Policy and Resources Committee meeting dates have been checked with Watford Borough Council to ensure they do not clash with their Finance/Audit Committee meetings.

- 2.6 The Policy and Resources Committee will meet 7 times a year before the two Service Committees meet. This is to ensure that all policy and budget decisions are agreed first thus allowing the Service Committees to then agree the detail and implementation.

Service Committees

- 2.7 In the calendar there are 6 scheduled meetings of each of the two Service Committees: Leisure, Environment and Community and Infrastructure, Housing and Economic Development. Officers will be monitoring the level of items on the agenda for the Service Committees during 2018/19.

Full Council and Annual Council

- 2.8 The Full Council meetings in 2019/20 have been scheduled for July, October, December and February. The Annual Council meeting has again been scheduled for May.

Licensing and Regulatory Services Committees

- 2.9 The number of Licensing Committees and Regulatory Services Committees was reduced to 3 meetings in 2017/18. The meetings continue to be held on the same evening and have the same Chairman and membership.

Council Tax Setting Committee

- 2.10 A Council Tax Setting Committee meeting has been scheduled following the conclusion of the Full Council meeting on Tuesday 25 February 2020 (dependent on the HCC/Police Authority setting precepts by that date). At previous Full Council meetings they have set the Council Tax without the need for this meeting.

Partnership Meetings

- 2.11 The number of partnership meetings where administrative support is provided by the Committee team will continue as follows with the LSP Board and the Community Safety Board meeting co-jointly. As the Community Safety meetings are not public meetings they have not been included in the calendar.

Community Safety Co-ordinating Group (6 meetings)
LSP Board (3 meetings)
Community Safety Board (3 meetings)

Highways Liaison

- 2.12 Dates for the Highways Liaison Meetings (HLM) are organised by Herts County Council (HCC) and are not included in the Council Calendar.

Annual Joint Meeting with Parish Councils

- 2.13 The Annual Joint Meeting with the Parish Councils meeting has not been included in the calendar of meetings. If a meeting is required this can be organised when an issue arises requiring a meeting to be held.

Aquadrome Forum

- 2.14 Two dates are being scheduled for the Forum meetings but as this meetings are not public meetings they will not be included in the Calendar but are likely to be scheduled to be held in March and October.

South Oxhey Community Board

- 2.15 The South Oxhey Community Board meetings are organised, managed and clerked by Countryside Properties and Home Group.

Other Meetings

- 2.16 There are a number of unscheduled meetings which have to take place, for example, Licensing Sub-Committees and Working Group meetings which have a resource implication on both Members and Officers.

Scheduling Meetings in Councillors Diaries

2.17 It is proposed that once Council agree the Calendar of Meetings the Committee team will send Outlook meeting appointments to all the Councillors on each of the individual Committees/Forums/Groups that they are Members of for forward planning for the year.

3. Options/Reasons for Recommendation

3.1 To accord with the requirements of the Council's Constitution (Council Procedure Rule 29(I) refers).

4. Policy/Budget

4.1 The recommendations in this report are within the Council's agreed policy and budgets and within the staffing resources available to the Committee team.

5. Financial, Legal, Equal Opportunities, Staffing, Environmental, Community Safety, Customer Services Centre, Website and Risk Management Implications

5.1 None specific.

6. Recommendation

To Council:-

6.1 That the attached Calendar of Meetings for 2019/20 be approved.

6.2 That the Committee team send Outlook meeting appointments to all the Councillors on each of the individual Committees/Forums/Groups that they are Members of for forward planning for the year.

Report prepared by: Sarah Haythorpe – Principal Committee Manager

Background Papers
Council – February 2018

Data Quality

Data sources:
Not applicable

Data checked by:
Anne Morgan, Solicitor to the Council
Sherrie Ralton, Committee Manager

1	Poor	
2	Sufficient	✓
3	High	

APPENDIX
Appendix A – Draft Calendar of Meetings 2019/2020