



## Policy and Finance Committee

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**Date:** 21 January 2019

**Title:** Calendar of Meetings 2019-2020

**Purpose of the Report:** To seek Committee views on a proposed Calendar of Meetings for 2019-2020.

**Contact Officer:** Sarah Sandiford, Head of Democratic & Central Services

<b>Corporate Objective/s</b>	To consolidate processes and procedures, ensuring operational efficiency and a structure which will underpin future service delivery by the Town Council.	
<b>Implications:</b>		
<b>Financial</b>	X	
<b>Human Resources</b>	X	
<b>Operational/Service delivery</b>	√	To continue to ensure operational efficiency and effective scrutiny and decision-making processes through the annual calendar of formal meetings.
<b>Procedural/Legal</b>	√	The statutory number of Council meetings and the statutory Parish meeting are included in the proposed calendar.
<b>Risk/Health &amp; Safety</b>	X	

### 1. RECOMMENDATIONS

Should the Policy and Finance Committee be minded:-

1.1 To note the report.

1.2 To consider either amendments to the proposed Calendar of Meetings for 2019-2020 or to recommend approval thereof to Council.

### 2 BACKGROUND

2.1 Following lengthy consultation with Members, a revised Committee structure and Calendar of Meetings was adopted by Council on 27 June 2016. The amendments included a reduction in the number of Sub-Committees and a change in standing committees to reflect the service area responsibilities of the Town Council.

- 2.2 The revised structure has enabled each Committee to focus on the projects and services within its specific remit and to authorise expenditure and review future budgets accordingly.
- 2.3 The average standing committee agenda has contained 11-15 items and no meeting has exceeded the limit of 2.5 hours identified in Standing Orders.
- 2.4 No concerns have been raised to date by either Councillors or Officers in terms of any detrimental impact to the decision making and scrutiny process following the adoption of the revised structure and calendar.

### **3. UPDATE**

- 3.1 A draft Calendar of Meetings for 2019-2020 is **attached** for consideration by Committee and is based on the structure and meeting frequency endorsed by Council on 27 June 2016.
- 3.2 Should this or an amended Calendar of Meetings for 2019-2020 be approved by this Council, this will be considered a working document for planning purposes. However, the new Council formed as a result of elections on 2 May will have the opportunity to review and make changes to the Calendar at the Annual Council Meeting on 20 May 2019.
- 3.3 Once endorsed by the new Council on 20 May, appointment of Members to Committees will take place, followed by the appointment of Chairs to the standing Committees.
- 3.3 The Chair and Vice Chair of any other Committees and Sub Committees will be appointed by vote at the first meeting of each, following the Annual Council Meeting.

### **4. CONCLUSION**

- 4.1 The revisions to the committee structure and meeting frequency have so far been proven successful, with a reduction in the number of meetings held and increased efficiencies in terms of the correlation between committees and service areas.
- 4.2 The Committee is asked to consider whether there are any areas in which changes are required or whether to recommend approval of the draft calendar to Council.

**End.**