Full Council (AGM)	Tuesday, 15 May 2018	Matter for Information and Decision

Report Title:	**Schedule of Council & Allied Meetings 2018/19**
Report Author(s):	**Samuel Ball (Senior Democratic Services Officer / Legal Officer)**

Purpose of Report:	To seek Council's approval of the Schedule of Council and Allied Meetings ("the Schedule") for the municipal year 2018/19.
Report Summary:	The Schedule has been prepared following consultation with Members and Officers subject to the below-mentioned guidelines.
Recommendation(s):	1. **That the Schedule of Council and Allied Meetings for the municipal year 2018/19 (as set out in Appendix A and Appendix B) be approved and adopted.**
Responsible Strategic Director, Head of Service and Officer Contact(s):	Anne Court (Interim Chief Executive) (0116) 257 2602 anne.court1@oadby-wigston.gov.uk David Gill (Head of Law & Governance / Monitoring Officer) (0116) 257 2626 david.gill@oadby-wigston.gov.uk Samuel Ball (Senior Democratic Services Officer / Legal Officer) (0116) 257 2643 samuel.ball@oadby-wigston.gov.uk
Corporate Priorities:	Not applicable.
Vision and Values:	Not applicable.
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	No corporate risk(s) identified.
Equalities Assessment (EA):	Not applicable.
Human Rights:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.

Consultees:	All Members and Officers of the Council.
Background Papers:	Report to Full Council on 24 April 2018
Appendices:	**A.** Schedule of Council & Allied Meetings (2018/19) (Calendar) **B.** Schedule of Council & Allied Meetings (2018/19) (Table)

1. The Final Schedule

1.1 The Schedule sets out the proposed dates, times and venues of meetings for the municipal year 2018/19. The Schedule also includes other meetings, events and useful dates (including bank holidays) allied to the Council.

1.2 The Appendices to this report provides the proposed dates, times and venues in both a calendar (**Appendix A**) and table (**Appendix B**) format. The table at Appendix B further groups and organises the meetings/events by type and chronology.

1.3 The Council previously noted the draft Schedule at a meeting of the Full Council on Tuesday, 24 April 2018 to which no substantive amendments have since been made.

1.4 Any venues for meetings currently marked as 'TBC' will be confirmed at a later date.

2. Preparation and Consultation

2.1 The following guidelines have been applied in the preparation of the Schedule:

- As far as possible, clashes of meetings and events have been avoided. However, inevitably, given the constraints of avoiding school/public/religious holidays and the number of meetings to be accommodated on specific days of the week, there are occasions where there are overlaps of meetings and events;
- As far as possible, school/religious holidays and party conference weeks have been avoided. Although it has not been possible to keep those weeks completely clear, particularly if certain scheduled meetings are required to take place within statutory or other prescribed timeframes (e.g. Council Tax and Budget Setting);
- As far as possible, meetings have not been scheduled to take place during the pre-election period (known as "purdah") commencing Tuesday, 26 March 2019 ahead of the Borough Elections scheduled to take place on Thursday, 02 May 2019;
- As far as possible, meetings have not been scheduled on Mondays or Fridays; and
- What may appear at the moment to be "free" days may be filled by sub-committee meetings and hearings, Chairs' pre-agenda meetings and political group meetings.

2.2 Officers and Members have been consulted in the preparation of this Schedule.

3. Publication

3.1 The proposed dates, times and venues of meetings of the Schedule will be published and updated whenever necessary through the Council's meeting management application (Issue Manager/Modern.Gov) and will be publically-viewable via the 'Meeting Dates, Agendas and Minutes' section of the Council's website (accessible by clicking on the link).