



Full Council (AGM)	Tuesday, 14 May 2019	Matter for Information and Decision
-------------------------------	-----------------------------	--

Report Title: **Schedule of Council & Allied Meetings (2019/20)**

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 2019/20 including endorsement of the Members' Induction Programme ("the Programme") to be delivered to newly-elected and returning Members in May/June 2019.
Report Summary:	The Schedule and the Programme have been prepared following consultation with Members and Officers subject to the below-mentioned guidelines (as set out at paragraph 3.2. of this report).
Recommendation(s):	A. That the Schedule of Council and Allied Meetings for the municipal year 2019/20 (as set out at Appendix 1 and Appendix 2 to this report) be approved and adopted; and B. That the Members' Induction Programme for May/June 2019 (as set out at Appendix 3 to this report) be endorsed.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Anne Court (Chief Executive / Head of Paid Service) (0116) 257 2602 anne.court1@oadby-wigston.gov.uk</p> <p>David Gill (Head of Law & Democracy / Monitoring Officer) (0116) 257 2626 david.gill@oadby-wigston.gov.uk</p> <p>Steven Tucker (Democratic & Electoral Services Manager) (0116) 257 2605 steven.tucker@oadby-wigston.gov.uk</p> <p>Samuel Ball (Senior Democratic Services Officer / Legal Officer) (0116) 257 2643 samuel.ball@oadby-wigston.gov.uk</p>
Corporate Objectives:	Not applicable.
Vision and Values:	Not applicable.
Report Implications:-	
Legal:	There are no implications directly arising from this report.
Financial:	There are no implications directly arising from this report.
Corporate Risk Management:	No corporate risk(s) identified.
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.

Human Rights:	There are no implications arising from this report.
Health and Safety:	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:	<ul style="list-style-type: none"> All Members and Officers of the Council.
Background Papers:	<ul style="list-style-type: none"> Report entitled 'Proposed Members' Induction Programme (May 2019)' to Change Management Committee on 24 July 2018 Report entitled 'Draft Member Induction Programme (2019/20)' to Change Management Committee on 05 March 2019 Report entitled 'Draft Schedule of Council & Allied Meetings (2019/20)' to Change Management Committee on 05 March 2019
Appendices:	<ol style="list-style-type: none"> Schedule of Council & Allied Meetings (2019/20) (Calendar) Schedule of Council & Allied Meetings (2019/20) (Table) Members' Induction Programme (May/June 2019)

1. Background

- 1.1 Most local authorities fix their schedule of meetings for a period of one-year in advance (at or about the time of the annual general meeting) compiled, as a rule, by an updating of the programme of the preceding year. By doing so, it sets the pattern for the transaction of Council business at both a policy and operational level and, moreover, allows Members and Officers to enter dates in their diaries before other commitments arise.
- 1.2 As required by the Council's Constitution, a function reserved to Council is the approval and adoption of the Schedule of Council and Allied Meetings for the ensuing municipal year 2019/20 at its Annual General Meeting (AGM).

2. Schedule of Council & Allied Meetings (2019/20)

- 2.1 The Schedule sets out the proposed dates, times and venues of meetings for the municipal year 2019/20. The Schedule also includes other meetings, induction sessions, events and useful dates (including school and bank holidays) allied to the Council.
- 2.2 Furthermore, the Schedule also sets out the proposed dates, times and venues of the newly-proposed and/or appointed Council bodies, namely the Audit Committee, People Committee, Environment Working Group and the IT and Communications Working Group.
- 2.3 The Appendices to this report provides the proposed dates, times and venues in both a calendar (at **Appendix 1**) and table (at **Appendix 2**) format. The table at **Appendix 2** further groups and organises the meetings/events etc. by type and chronology.
- 2.4 Any venues for meetings currently marked as 'TBC' will be confirmed at a later date.

3. Information

3.1 Quarterly Performance Reporting

3.1.1. Whilst it has become custom for certain committees to receive quarterly reports (i.e. containing information on the performance and/or activity for the relevant service or policy areas under its remit), the administrative practicalities associated therewith have often been overlooked in the past thereby resulting in previous Schedules being approved and adopted that do not synchronise realistically or conveniently with quarter-ends.

3.1.2 The following committees are subject to quarterly reporting requirements:

- Policy, Finance and Development Committee;
- Service Delivery Committee;
- Licensing and Regulatory Committee;
- Audit Committee; and
- People Committee.

3.1.3. In order to allow adequate time for the required data to be collated from the quarter-end and for fully-inclusive reports to be prepared, the Schedule has been programmed to meet the timeframes as set out in the table below, with other meetings/events etc. evenly spaced around the "core bloc" as far as possible.

Quarter	Covers	Data Collection	Finish Reports	Meeting Dates
4 (2018/19)	Jan-Feb-Mar	April 2019	May 2019	First two weeks of June 2019
1 (2019/20)	Apr-May-June	July 2019	August 2019	First two of September 2019
2 (2019/20)	July-Aug-Sep	October 2019	November 2019	*Last week in November / first week in December 2019
3 (2019/20)	Oct-Nov-Dec	January 2020	February 2020	First two weeks of March 2020

* Timetabling constraints due to the closures over the Christmas and New Year period.

3.2 Other Considerations

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

- As far as possible, the order of meetings within the committee cycle is related to the character of business. Council meetings at which recommendations may need to be referred to, or committees which regularly or periodically have to consider the outcomes or recommendations of other committees, therefore meet at the end of the cycle, but in sufficient time before the relevant meeting to enable reports to be prepared and incorporated within the relevant agenda.
- 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 7 April 2020 ahead of the Police and Crime Commissioner Election scheduled to take place on 7 May 2020.
- As far as possible, meetings have not been scheduled on Mondays or Fridays.
- What may appear at the moment to be "free" days may be filled by sub-committee meetings and hearings, chairs' pre-agenda meetings, political group meetings etc.

4. Publication of the Schedule

The proposed dates, times and venues of meetings of the Schedule will be published and updated whenever and wherever necessary through the Council's meeting management application and will be publically-viewable via the ['Meeting Dates, Agendas and Minutes'](#) section of the Council's website and on the 'Modern.Gov' [iPad](#), [Android](#) or [Blackberry](#) tablet device app. It is also anticipated that functionality will be introduced by the end of the 2019 calendar year for meetings to automatically sync/update with Members' Outlook calendars.

5. Members' Induction Programme (May/June 2019)

- 5.1 Access to a comprehensive induction programme is vital to ensuring that newly-elected and returning Members are fully conversant with all aspects of the various roles they will be expected to undertake. The Programme has been designed to support strong governance and sound decision-making, whilst militating against reputational risks to the Council.
- 5.2 Full details of the Programme are attached at **Appendix 3** and will aim to deliver the provision of key information, support, resources and training to all elected Members.
- 5.3 To ensure that information is made available at a steady pace, each Member will initially receive a 'Members' Information Pack' at both the 'Welcome & Introduction' inductions sessions on 8 May at 2:00 pm and 7:00 pm and a copy of the Council's Constitution at the 'Members' Code of Conduct etc.' induction session on 9 May at 7:00 pm. The contents of the pack will be added to as Members progress through the induction arrangements.

6. Delivery of the Programme

- 6.1 The various induction sessions will be provided in-house and led by senior Officers within the Council. A number of training opportunities aimed at developing knowledge and "soft-skills" are also to be made available online and/or via the Council's e-learning platform.
- 6.2 Although elements of the Programme will be aimed primarily at newly-elected Members, it is intended that all induction and training items will remain useful and relevant for returning Members. It is expected that experienced Members will be able to add value by attending as much of the "optional" parts of the programme as possible, through the opportunity to make contributions and offering support and interaction with newly-elected Members.