

TONBRIDGE & MALLING BOROUGH COUNCIL

COUNCIL

10 April 2018

Report of the Director of Central Services

Part 1- Public

Matters For Decision

1 PROGRAMME OF MEETINGS 2018/19

1.1 This report brings forward for consideration the programme of meetings for 2018/19

1.1.1 Details of the draft proposed programme of meetings for the remainder of this year to the commencement of the municipal year in 2020 are set out in the Annex to this report. To assist Members with the Annex any cancelled meetings have been 'scored through' and amendments or changed dates are shown in italic.

1.1.2 With regard to the current programme of meetings for the municipal years 2017/18 and 2018/19 Members are asked to note the following:-

- (1) The addition of meetings of the Overview and Scrutiny Committee on 19 April, 24 May, 21 June, 16 August, 18 October and 6 December 2018 and 14 March 2019 following the Review of the Scrutiny Function at the meeting held on 23 January 2018. The meetings previously scheduled for 12 June and 11 September 2018 will not be required. Members are reminded that a meeting of the Committee is scheduled to be held on 22 January 2019. This pattern of meetings has been carried forward into the programme for 2019/20.
- (2) Following statutory changes to the timetable for the closure of accounts, a meeting of Cabinet will be held on 6 June 2018 to consider the Revenue and Capital Outturn which is reflected in the Statement of Accounts. The meeting of the Communities and Housing Advisory Board currently scheduled for this date has been moved to 29 May 2018 to accommodate this. Meetings of Cabinet to consider the Revenue and Capital Outturn have been scheduled for 5 June 2019 and 3 June 2020.
- (3) In order to deal with the Procurement Process for the Waste Services Tender the meeting of the Street Scene and Environment Services Advisory Board has been moved from 4 June 2018 to 10 July 2018. The meetings of Cabinet and Council currently scheduled for 20 June and 10 July have been changed to 18 July and 31 July 2018. As a consequence of these changes the meeting on the Finance, Innovation and Transformation Advisory Board has been moved to 11 July 2018.

- (4) Members are reminded that extraordinary meetings of Cabinet and of Council will be held on 3 September and 12 September 2018 in respect of the Local Plan.
- (5) Subject to confirmation by the Chairman, Councillor M Coffin, a full meeting of the Joint Employee Consultative Committee will be held on 14 June 2018 to replace the meeting scheduled for 1 March 2018 which was cancelled due to the inclement weather.
- (6) Members are asked to note the re-arrangement of meeting of the Parish Partnership Panel, the Cabinet Budget meeting, Street Scene and Environment Services Advisory Board and the Council Budget meeting in February 2019 following confirmation that the Kent County Council Budget Meeting will be held on 14 February 2019 and not 7 February as previously advised (with the third Thursday reserved for any incomplete business). This pattern of meetings has been carried forward into the programme for 2020 although the date of the County Council Budget Meeting has yet to be confirmed.
- (7) Members are asked to note that the Audit Committee scheduled to be held on 25 March 2019 needs to be held in April and has been moved to 1 April 2019. The Audit Committee will be held on 6 April 2020 and, in order to avoid the Easter holiday period, Council will be held on 21 April 2020.
- 1.1.3 In respect of the proposed programme May 2019 onwards the meetings of Area 1 Planning Committee and Tonbridge Forum (marked with an asterisk in the Annex) have yet to be confirmed with the Angel Centre and efforts have been made to avoid scheduling meetings during school holiday and political party conference periods.
- 1.1.4 Following comments previously received from Members with regard to possible conflict with a number of town or parish council meetings an attempt has been made to avoid scheduling meetings on Monday evenings, and particularly the first Monday of the month, whenever practicable.

1.2 Legal Implications

- 1.2.1 None

1.3 Financial and Value for Money Considerations

- 1.3.1 Not applicable

1.4 Risk Assessment

- 1.4.1 Not applicable

1.5 Equality Impact Assessment

- 1.5.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.6 Policy Considerations

- 1.6.1 Business Continuity/Resilience

1.7 Recommendations

- 1.7.1 There are a variety of factors which have been taken into account in bringing this draft programme of meetings forward. The aim is to allow Annual Council to approve a schedule which is fixed for the coming year, whilst recognising the need to respond to specific and changing circumstances. It is, therefore, important that any further amendments are incorporated prior to the Annual Council meeting on 15 May 2018.
- 1.7.2 It is RECOMMENDED that the attached programme of meetings be endorsed subject to any amendments following any further considerations and submitted to Annual Council for final confirmation.

Background papers:

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Nil

Adrian Stanfield
Director of Central Services