

	<p>REPORT TO CABINET TO BE HELD ON 12 FEBRUARY 2019</p>
	<p>Key Decision NO</p> <p>Forward Plan Ref N/A No</p>
<p>Corporate Aims ALL</p>	<p>Cabinet Portfolio Cllr Sandra Holder Turner - Portfolio Holder for Communities</p>

REPORT OF: DIRECTOR (LD) - 19/010

WARDS AFFECTED: ALL

SUBJECT: SCHEDULE OF MEETINGS 2019/20

RECOMMENDATION (S):

Cabinet is requested to recommend to Full Council to adopt the Schedule of Meetings for 2019/20 as set out in Appendix A to the report.

REASON FOR RECOMMENDATION (S):

To help ensure that Council business is conducted efficiently, provides value for money, quality decision-making and promotes community participation.

HIGHLIGHTED RISKS:

Failure to agree an optimum number and spread of meetings in good time will impact on the planning for, and the efficiency of, meetings including members' attendance, may hinder quality decision-making and impact on value for money.

Other key local democracy neighbours are consulted, e.g. North Yorkshire County Council (NYCC) and the North York Moors National Park Authority (NYM NPA) but there may still be occasional 'clash' of meetings impacting on some members' attendance and reduces full input.

1. INTRODUCTION

- 1.1 The annual schedule of meetings is based on the Council's formal committees and an optimum, balanced workflow to promote good planning, participation and quality decision-making as well as ensure good value for money.
- 1.2 The Schedule runs from Annual Council in May 2019 through to just before Annual Council in May 2020 and is attached at Appendix A to this report.

2. CORPORATE AIMS

- 2.1 A schedule of meetings helps ensure that Council business is carried out effectively to help meet all corporate aims and priorities.

3. CONSULTATION

- 3.1 Senior officers and the Portfolio Holder for Communities, with responsibility for Democratic Services, were consulted to get a set of meetings that works for most people. Members and officers are invited to alert the report author for any potential clash not identified relating to significant external meetings, conferences, events etc. which could impact.

4. ASSESSMENT

- 4.1 The schedule has been produced to help ensure effective operation of meetings and evolves from the previous year's schedule as well as key partners' planned meetings.
- 4.2 Feedback has been noted that it is useful for members to have 'fixed' days of the week for each committee, e.g. a member may be able to better plan time off with their employer for council work. There has been some feedback from members who are also on NYCC for avoiding clashes if possible given their interest in local meetings. Some NYCC meetings such as the Scarborough Local Area Committee may be on the same day as other local meetings but there are time differences potentially allowing attendance at each meeting.
- 4.3 Committee memberships will not be confirmed until Annual Council in May 2019 but a good schedule of meetings may assist all members including those on NYCC.
- 4.4 Consideration has been given to linkages between various committees, i.e. recommendations from one committee to another and statutory reporting deadlines such as the annual budget, statement of accounts and planning applications.
- 4.5 Cabinet usually meets on a four-week cycle, sometimes five weeks, e.g. due to the August recess and Christmas period. The frequency is also practical in terms of Cabinet recommendations needing to be considered by Full Council.

- 4.6 The Overview and Scrutiny (O&S) Board, has an established but flexible work pattern including provisions for urgent call-in. O&S' makes recommendations to Cabinet (sometimes recommendations may be directly to external bodies) so the meetings are scheduled in running order. Cabinet meets more frequently than O&S so sometimes reporting flexibility may be required.
- 4.7 The previous Schedule of Meetings for 2018/19 including additional Council meetings in May 2019 due to local elections and agreeing the Leader etc.

5. IMPLICATIONS

Policy

- 5.1 The Schedule of Meetings is subject to approval by Full Council.

Financial

- 5.2 None for this report (costs of meetings etc. are contained within the Democratic Services budget).

Legal

- 5.3 None for this report (there are some statutory deadlines for reporting such as statement of accounts, issuing agendas in time).

Equalities and Diversity

- 5.4 None for this report (meetings are advertised appropriately and appropriate adjustments allowed for at meetings to support attendance).

Communications

- 5.5 The proposed Schedule of Meetings is published on the Council's website through this meeting, Full Council on 1 March 2019 and Annual Council on 16 May 2019. The final dates and any changes during the year will also be available through the Council's meetings calendar on the website.

6. ACTION PLAN

- 6.1 Cabinet's recommendations will be considered by Full Council on 1 March 2019.



Lisa Dixon
Director

Author: Sandip Mahajan, Democratic Services Officer
Telephone No: 01723 232310
E-mail address: sandip.mahajan@scarborough.gov.uk
Background Papers: None

IF YOU HAVE ANY QUERIES ABOUT THIS REPORT, PLEASE CONTACT THE
AUTHOR (DETAILS ABOVE).

Risk Matrix

Risk Ref	Date	Risk	Consequences	Mitigation	Current Risk Score	Target Score	Service Unit Manager/ Responsible Officer	Action Plan
1	Feb 2019	Failure to agree an optimum number and spread of meetings in good time.	Impact on the planning for, and the efficiency of, meetings including members' attendance, may hinder quality decision-making and impact on value for money.	Ensuring a schedule of meetings is produced in good time allowing for meetings to be added / deleted during the year using a flexible approach.	B2	B2		As in report
2	Feb 2019	Occasional 'clash' of meetings with other local democracy partners, school holidays etc.	Impacts on attendance of some members, reduces overall input, exceptionally meetings could be close to becoming inquorate.	Consulting other key local democracy neighbours, e.g. North Yorkshire County Council (NYCC) and North York Moors National Park Authority (NYM NPA).	B2	B2		As in report.

Glossary of Terms

Risk	An event which may prevent the Council achieving its objectives
Consequences	The outcome if the risk materialised
Mitigation	The processes and procedures that are in place to reduce the risk
Current Risk Score	The likelihood and impact score with the current mitigation measures in place
Corporate Objectives	An assessment of the Corporate Objectives that are affected by the risk identified.
Target Risk Score	The likelihood and impact score that the Council is aiming to achieve
Service Unit Manager	The Service Unit or Officer responsible for managing the risk
Action Plan	The proposed actions to be implemented in order to reduce the risk to the target score

Risk Scoring

Impact	5	[Hatched]				
	4	[Hatched]	[Hatched]	[Hatched]	[Hatched]	[Hatched]
	3	[Hatched]	[Hatched]	[Hatched]	[Hatched]	[Hatched]
	2	[Hatched]	[Hatched]	[Hatched]	[Hatched]	[Hatched]
	1	[Hatched]	[Hatched]	[Hatched]	[Hatched]	[Hatched]
		A	B	C	D	E
	Likelihood					

Likelihood:

A = Very Low
 B = Not Likely
 C = Likely
 D = Very Likely
 E = Almost Certain

Impact

1 = Low
 2 = Minor
 3 = Medium
 4 = Major
 5 = Disaster