

CAMBRIDGE CITY COUNCIL

REPORT OF: Democratic Services Manager

TO: Civic Affairs Committee

14/09/2016

WARDS: None directly affected

MUNICIPAL YEAR 2017/18

1 INTRODUCTION

The report seeks comments on the Council's meeting calendar for the Municipal Year 2017/18.

2. RECOMMENDATIONS

- i) To comment on the meetings calendar 2017/18 and delegate final approval to the Chief Executive in consultation with Group Leaders no later than 31 September 2016.

3. BACKGROUND

3.1 This committee currently sets the forward programme of dates for the Council and committee meetings, following consultation with Leaders of all party groups. Area Committees agree their own dates. The proposed calendar respects conventions of avoiding school holidays and political party conferences where possible. Where known the Council has also tried to avoid clashes with meetings at the County Council and South Cambs District Council.

3.2 The calendar reflects a similar pattern to 2016/17. Refinements were agreed to the 2016/17 calendar which aimed to reduce the number of Area Committee meetings in the calendar year to 4 meetings per Area Committee (special meetings may still be called if necessary).

4. CONSULTATIONS

Officers in Finance have been consulted to make sure that the current schedule of Civic Affairs meetings ensures that the accounts can be reviewed and approved within the designated time periods.

5. **OPTIONS**

The Committee can suggest alternatives to the calendar proposed.

6. **IMPLICATIONS**

- (a) **Financial Implications** n/a
- (b) **Staffing Implications** n/a
- (c) **Equality and Poverty Implications**

The calendar spreads the meetings across the days of the week (Monday-Thursday) and the hours of the day. There are more meetings in the late afternoon/evening to suit councillor preferences.

- (d) **Environmental Implications**
- (e) **Procurement**
- (f) **Consultation and communication**
- (g) **Community Safety**

BACKGROUND PAPERS: The following are the background papers that were used in the preparation of this report: None

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