

Council



Forest Heath
District Council

Title of Report:	Calendar of Meetings 2016/2017
Report No:	COU/FH/16/008
Report to and date/s:	Council 27 February 2015
Portfolio holder:	Councillor James Waters Leader of the Council Tel: 07771 621038 Email: james.waters@forest-heath.gov.uk
Lead officer:	Karen Points Head of HR, Legal and Democratic Services Tel: 01284 757015 Email: karen.points@westsuffolk.gov.uk
Purpose of report:	To approve the forthcoming Calendar of Meetings for 2016/2017.
Recommendation:	It is recommended that, the Calendar of Meetings for 2016/2017, attached as Appendix A, be approved.
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> No, it is not a Key Decision - <input checked="" type="checkbox"/>
Consultation:	The Leadership Team and both authorities' Cabinets were informally consulted with the draft calendars and they were recommended for approval.
Alternative option(s):	N/A
Implications:	
<i>Are there any financial implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<i>Are there any ICT implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

<i>Are there any legal and/or policy implications? If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> The Council has a statutory responsibility for the provision of a range of services and has to ensure that the procedures which are followed to make relevant decisions are efficient, transparent, and accountable to local people. The publication of a calendar of meetings supports this decision making process.	
<i>Are there any equality implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Risk/opportunity assessment:		(potential hazards or opportunities affecting corporate, service or project objectives)	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
Not publishing a calendar of meetings could mean that local people were not aware of when the Council was due to conduct business and could restrict their opportunity for their rightful participation	Medium	Publication of the calendar of meetings on the Council's website	Low
Ward(s) affected:		All Wards	
Documents attached:		Appendix A – Calendar of Meetings for 2016/2017	

1. Key issues and reasons for recommendation(s)

- 1.1 The Council is invited to approve the Calendar of Meetings for 2016/2017 as at Appendix A.
- 1.2 Other 'informal' meetings not listed in the Council's Constitution will also be scheduled for the 2016/2017 year and Members will be advised of these as normal.
- 1.3 Those formal meetings which are arranged on an 'as required' basis such as the Local Plan Working Group, will continue to be scheduled and publicised as normal and Members will receive notification of these as per the current process.