

# Council



Forest Heath  
District Council

<b>Title of Report:</b>	<b>Calendar of Meetings 2015/2016</b>	
<b>Report No:</b>	<b>COU/FH/15/015</b> [to be completed by Democratic Services]	
<b>Report to and date/s:</b>	<b>Council</b>	27 February 2015
<b>Portfolio holder:</b>	James Waters Leader of the Council <b>Tel:</b> 07771 621038 <b>Email:</b> james.waters@forest-heath.gov.uk	
<b>Lead officer:</b>	Karen Points Head of HR, Legal and Democratic Services <b>Tel:</b> 01284 757015 <b>Email:</b> karen.points@westsuffolk.gov.uk	
<b>Purpose of report:</b>	To approve the forthcoming Calendar of Meetings for 2015/2016.	
<b>Recommendation:</b>	<b>Council:</b>  <b>It is RECOMMENDED that, the Calendar of Meetings for 2015/2016, attached as Appendix A, be approved.</b>	
<b>Key Decision:</b>  <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
<b>Consultation:</b>	The Leadership Team and both authorities' Cabinets were informally consulted with the draft calendars and they were recommended for approval.	
<b>Alternative option(s):</b>	•	
<b>Implications:</b>		
<i>Are there any <b>financial</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
<i>Are there any <b>staffing</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
<i>Are there any <b>ICT</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	

<i>Are there any <b>legal and/or policy</b> 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 <b>equality</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> •	
<b>Risk/opportunity assessment:</b>		(potential hazards or opportunities affecting corporate, service or project objectives)	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (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
<b>Ward(s) affected:</b>		All Wards	
<b>Documents attached:</b>		<i>(Please list any appendices.)</i> <b>Appendix A</b> – Calendar of Meetings for 2015/2016	

## 1. Key issues and reasons for recommendation(s)

- 1.1 The Council is invited to approve the Calendar of Meetings for 2015/2016 as at Appendix A.
- 1.2 Other 'informal' meetings not listed in the Council's Constitution will also be scheduled for the 2015/2016 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.