

REPORT FOR DECISION

DECISION OF:	DEMOCRATIC ARRANGEMENTS FORUM THE COUNCIL
DATE:	09 March 2020 18 March 2020
SUBJECT:	TIMETABLE OF MEETINGS 2020/21
REPORT FROM:	Leader of Council
CONTACT OFFICER:	Julie Gallagher –Democratic Services Manager
TYPE OF DECISION:	COUNCIL
FREEDOM OF INFORMATION/STATUS:	This paper is within the public domain
SUMMARY:	To consider the meeting arrangements and agree the Timetable of Meetings for the 2020/2021 Municipal Year as set out in Appendix A, and in accordance with the Council Constitution.
OPTIONS & RECOMMENDED OPTION	<p>1. That the timetable of meetings for the 2020/2021 Municipal Year, as set out, be approved. (Recommended Option)</p> <p>2. To consider alternative meeting arrangements.</p>
IMPLICATIONS:	
Corporate Aims/Policy Framework:	Do the proposals accord with the Policy Framework? Yes No
Statement by the S151 Officer: Financial Implications and Risk Considerations:	There are no additional costs inherent in these proposals. The costs of meetings will be met from within existing resources.
Equality/Diversity implications:	<p>Yes✓</p> <p>The draft Timetable of meetings takes account of the principal Holy Days in the Christian, Jewish and Muslim Faiths.</p>

Considered by Monitoring Officer:	Yes. These proposals comply with the Council Constitution
Wards Affected:	All
Scrutiny Interest:	Overview and Scrutiny Committee

TRACKING/PROCESS

DIRECTOR:

Chief Executive/ JET	Cabinet Member/Chair	Ward Members	Partners
Pre-Jet Governance 02.03.2020			
Scrutiny Committee	Cabinet/Committee	Council	
		18.03.2020	

1.0 ISSUES

- 1.1 Consultations on the operation of the current year's meeting arrangements have identified general satisfaction with no adverse comments received.
- 1.2 Specific regard in the 2020/2021 Timetable has been taken of:-
- Principal religious holy days in the Christian, Jewish and Muslim Calendars
 - Political Party Conferences
 - School holidays
 - A summer Recess during August
 - Elected Member Training

2.0 CONCLUSION

- 2.1 Democratic Arrangements Forum is recommended to approve the attached Timetable, with or without amendments, for onward submission to Full Council on 18 March 2020.

COUNCILLOR D JONES
Leader of the Council

List of Background Papers:-

None

Contact Details:-

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BURY COUNCIL TIMETABLE OF MEETINGS

CYCLE 1 – MAY/JUNE

Julie
Chloe

Michael
Andrea

Month	Day	Date	Meeting 1	Time	Meeting 2	Time	Comment
May	Mon	4	Strategic Commissioning Board Briefing / Development Session MC	16:30			Ramadan begins, 24/04/20 – 23/05/20
	Tues	5					
	Wed	6					
	Thurs	7	Local Elections				
	Mon	11					
	Tues	12					
	Wed	13					
	Thurs	14	New Member Induction	16.00			
	Mon	18					
	Tues	19					
	Wed	20	Annual Council	14:00	Mayor Making	16:00	
	Thurs	21					
	Mon	25	Public Holiday				Summer Half-Term Break
	Tues	26	Planning Control Committee	19:00			
	Wed	27	Member Development	18:00			
	Thurs	28	Health Scrutiny Committee – Informal Meeting	19.00			
June	Mon	1	Strategic Commissioning Board (Formal Meeting)				
	Tues	2	Audit Committee	19:00			
	Wed	3	Overview and Scrutiny Committee – Informal Meeting				
	Thurs	4	Licensing and Safety Panel	13:00			
	Mon	8					
	Tues	9	Corporate Parenting Board	17:00			
	Wed	10	CABINET	18:00			
	Thurs	11	JCC Corporate	17:00			
	Mon	15	Member training	14:30	Member Training	17:30	
	Tues	16	Youth Cabinet	17:00			
	Wed	17					

	Thurs	18	JCC Teachers	18:00			
	Mon	22					
	Tues	23	Planning	19:00			
	Wed	24	Health & Wellbeing Board	18:00	Licensing and Safety Panel Sub-Committee	13:00	
	Thurs	25	Mock Council Training	18:00	HRA	13:00	

TIMETABLE OF MEETINGS

CYCLE 2 – JULY – SEPTEMBER

Month	Day	Date	Meeting 1	Time	Meeting 2	Time	Comments
	Mon	29					LGA Conference
	Tues	30					
July	Wed	1	Standards Committee	18:00			
	Thurs	2	Health Scrutiny Committee	19:00			
	Mon	6	Strategic Commissioning Board (Briefing / Development Session)				
	Tues	7	Safeguarding Sub-Committee	17:30			
	Wed	8	COUNCIL	19:00			
	Thurs	9					
	Mon	13					
	Tues	14	Overview and Scrutiny Committee	19:00			
	Wed	15	Audit Committee	19:00			
	Thurs	16	Corporate Parenting Board	17:00			
	Mon	20					Schools' Summer Break
	Tues	21	Health & Wellbeing Board	18:00			
	Wed	22					
	Thurs	23	Licensing and Safety Panel	19:00			
	Mon	27					
	Tues	28	Planning Control Committee	19:00			
	Wed	29	CABINET	18:00			
	Thurs	30	HRA	13:00			
Aug	Mon	3	Strategic Commissioning Board (Formal Meeting)	16:30		Summer Meeting Recess	

	Tues	4				No Meeting s to be held during recess without approval from the Leader of the Council	
	Wed	5					
	Thurs	6					
	Mon	10					
	Tues	11					
	Wed	12					
	Thurs	13					
	Mon	17					
	Tues	18					
	Wed	19					
	Thurs	20					
	Mon	24					
	Tues	25					
	Wed	26					
	Thurs	27					
	Mon	31	Public Holiday				

TIMETABLE OF MEETINGS

CYCLE 3 – SEPTEMBER – NOVEMBER							
Month	Day	Date	Meeting 1	Time	Meeting 2	Time	Comments
Sept	Tues	1	JCC Corporate	17.00			
	Wed	2	CABINET	18.00			
	Thurs	3	Licensing & Safety Panel	13.00			
	Mon	7	Strategic Commissioning Board (Briefing / Development Session)	16:30			
	Tues	8	Planning Control Committee	19.00			
	Wed	9	COUNCIL	19.00			
	Thurs	10					
	Mon	14	Member Development	18.00			
	Tues	15			Corporate Parenting Board	17.00	
	Wed	16	Member Training –Visit	9.30am	Overview & Scrutiny Committee	19.00	
	Thurs	17	Youth Cabinet	17.00			
	Mon	21	HRA	13:00			Labour Party Conference 19-23 (Liverpool)
	Tues	22					
	Wed	23					
	Thurs	24	Licensing & Safety Panel Sub-Committee	13.00	Health Scrutiny Committee	19.00	
	Mon	28					Jewish Holy Day - Yom Kippur
	Tues	29	Audit Committee	19.00			Lib Dem Party Conference 26-29 (Brighton)
	Wed	30	Health & Wellbeing Board	18.00			
Oct	Thurs	1	Safeguarding Sub-Committee	17.30			
	Mon	5	Strategic Commissioning Board (Formal Meeting)	16:30			Conservative Party Conference 4-7 (Birmingham)
	Tues	6	Planning Control Committee	19.00			
	Wed	7					
	Thurs	8					
	Mon	12	Standards Committee	18:00			
	Tues	13					

	Wed	14	CABINET	18.00			
	Thurs	15	Licensing & Safety Panel	19.00			
	Mon	19					
	Tues	20					
	Wed	21					
	Thurs	22	HRA	13.00			
	Mon	26					Half Term
	Tues	27					
	Wed	28					
	Thurs	29					

TIMETABLE OF MEETINGS

CYCLE 4 – NOVEMBER/DECEMBER

Month	Day	Date	Meeting 1	Time	Meeting 2	Time	Comments
Nov	Mon	2	Strategic Commissioning Board (Briefing / Development Session)	16:30			
	Tues	3	JCC Teachers	18.00			
	Wed	4	Youth Cabinet	17.00	Licensing & Safety Panel Sub-Committee	13.00	
	Thurs	5	Health Scrutiny Committee	19.00			
	Mon	9					
	Tues	10	Planning Control Committee	19.00			
	Wed	11	CABINET	18:00			
	Thurs	12	Corporate JCC	17:00			
	Mon	16	Labour Group Meeting	19.00			
	Tues	17			Corporate Parenting Board	17.00	
	Wed	18	Health & Wellbeing Board	18.00			
	Thurs	19	Overview & Scrutiny Committee	19.00	HRA	13.00	
	Mon	23					
	Tues	24					
	Wed	25	COUNCIL	19.00			
	Thurs	26	Licensing & Safety Panel	13.00			
	Mon	30					
Dec	Tues	1					
	Wed	2					
	Thurs	3					
	Mon	7	Strategic Commissioning Board (Formal Meeting)	16:30			
	Tues	8	Youth Cabinet	17.00			
	Wed	9	CABINET	18.00			
	Thurs	10	HRA	13.00			
	Mon	14					
	Tues	15	Planning Control Committee	19.00			

	Wed	16	Licensing & Safety Panel Sub-Committee	13.00			
	Thurs	17					
	Mon	21					Schools' Winter break
	Tues	22					
	Wed	23					
	Thurs	24					
	Mon	28	Public Holiday				
	Tues	29					
	Wed	30					
	Thurs	31					

TIMETABLE OF MEETINGS

CYCLE 5 – JANUARY/FEBRUARY

Month	Day	Date	Meeting 1	Time	Meeting 2	Time	Comments
Jan	Mon	4	Strategic Commissioning Board (Briefing / Development Session)	16:30			
	Tues	5					
	Wed	6					
	Thurs	7	Licensing & Safety Panel	13.00			
	Mon	11	Member Development Group	18:00			
	Tues	12	Safeguarding Sub-Committee	17:30			
	Wed	13	Standards Committee	18:00			
	Thurs	14	Health Scrutiny Committee	19.00			
	Mon	18					
	Tues	19	Planning Control Committee	19:00			
	Wed	20	CABINET	18.00			
	Thurs	21	Health & Wellbeing Board	18.00			
	Mon	25	Audit Committee	19.00			
	Tues	26	Overview & Scrutiny Committee (Budget)	17.30	Licensing & Safety Panel Sub-Committee	13.00	
	Wed	27	JCC Corporate (Budget)	16.00	JCC Teachers (Budget)	18:00	

	Thurs	28	HRA	13:00	Holocaust Memorial Service – Potential Date		
Feb	Mon	1	Strategic Commissioning Board (Formal Meeting)	16:30			
	Tues	2	Corporate Parenting Board	17.00			
	Wed	3					
	Thurs	4					
	Mon	8	Youth Cabinet	17.00			
	Tues	9					
	Wed	10	Cabinet (Budget)	17:30	COUNCIL (Budget)	19.00	
	Thurs	11					
	Mon	15					Half term
	Tues	16					
	Wed	17					
	Thurs	18					
	Mon	22					
	Tues	23	Planning Control Committee	19:00			
	Wed	24	Overview & Scrutiny Committee	19:00			
	Thurs	25	HRA	13.00			

CYCLE 6 – MARCH – MAY

Month	Day	Date	Meeting 1	Time	Meeting 2	Time	Comments
March	Mon	1	Strategic Commissioning Board (Briefing / Development Session)	16:30			
	Tues	2	Health Scrutiny Committee	19.00			
	Wed	3	JCC Teachers	18.00			
	Thurs	4	Licensing & Safety Panel	19.00			
	Mon	8					
	Tues	9	JCC Corporate	17:00			
	Wed	10					
	Thurs	11	Standards Committee	18:00			
	Mon	15					
	Tues	16	Member Development Group	18.00			
	Wed	17	COUNCIL	19.00			
	Thurs	18					
	Mon	22					
	Tues	23	Planning Control Committee	19.00			
	Wed	24	CABINET	18.00			
	Thurs	25	HRA	13.00			
	Mon	29					
	Tues	30	Overview & Scrutiny Committee	19.00	Corporate Parenting Board	17.00	
	Wed	31					
April	Thurs	1					
	Mon	5	Public Holiday				Easter Holidays
	Tues	6					
	Wed	7					
	Thurs	8	Safeguarding Sub-Committee	17.30			
	Mon	12					
	Tues	13					
	Wed	14	Health & Wellbeing Board	18.00			
	Thurs	15					
	Mon	19	Youth Cabinet	17.00			
	Tues	20	Planning Control Committee	19.00			
	Wed	21	CABINET	18.00			
	Thurs	22	Licensing & Safety Panel	19.00			
	Mon	26					
	Tues	27	Health Scrutiny Committee	19.00			
	Wed	28					
	Thurs	29	HRA	13.00			
May	Mon	3	Public Holiday				
	Tues	4					
	Wed	5					
	Thurs	6	Local Elections				

	Mon	10					
	Tues	11					
	Wed	12					
	Thurs	13					

Note: Mayor Making/Annual Council –