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<b>PART B:</b>	<b>RECOMMENDATIONS TO COUNCIL</b>
<b>REPORT TO:</b>	<b>POLICY AND RESOURCES COMMITTEE</b>
<b>DATE:</b>	<b>24 NOVEMBER 2016</b>
<b>REPORT OF THE:</b>	<b>COUNCIL SOLICITOR ANTHONY WINSHIP</b>
<b>TITLE OF REPORT:</b>	<b>TIMETABLE OF MEETINGS 2017-2018</b>
<b>WARDS AFFECTED:</b>	<b>ALL</b>
<b>FOR INFORMATION TO:</b>	<b>OVERVIEW AND SCRUTINY COMMITTEE 3 NOVEMBER 2016</b>
	<b>PLANNING COMMITTEE 22 NOVEMBER 2016</b>

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## **EXECUTIVE SUMMARY**

### **1.0 PURPOSE OF REPORT**

- 1.1 This report presents the draft timetable of meetings for 2017-2018 for approval.

### **2.0 RECOMMENDATION**

- 2.1 That Council is recommended to approve the timetable of meetings for 2017-2018, attached as Annex A to this report.

### **3.0 REASON FOR RECOMMENDATION**

- 3.1 To provide a timetable for all decision making, advisory and overview and scrutiny meetings for use by Members, officers, the public and other interested parties.

### **4.0 SIGNIFICANT RISKS**

- 4.1 There are no significant risks relating to this recommendation.

### **5.0 POLICY CONTEXT AND CONSULTATION**

- 5.1 A timetable of meetings is agreed and published for each municipal year. This is an essential part of making the Council's decision making process open and accessible to all interested parties.

## **REPORT**

### **6.0 REPORT DETAILS**

- 6.1 The draft timetable of meetings, attached as Annex A of the report, has been based on the meeting cycle used in 2016-17. The date of the Budget Council meeting has been adjusted to take account of the fact that the County Council budget meeting is scheduled to be held later than in previous years, and therefore the meeting will be held on a Thursday, rather than the usual Tuesday.
- 6.2 The schedule at Annex A takes account of particular reporting requirements relating to the Annual Governance Statement and Statement of Accounts. No meetings have been scheduled to coincide with Maundy Thursday (29 March 2018) and the Ryedale Show (25 July 2017). Mondays have also been kept free of meetings as this is when the majority of parish and town councils meet.
- 6.3 Members have the option to approve, amend or reject the draft timetable of meetings attached at Annex A. If the current draft timetable is not acceptable to Members, an alternative will need to be agreed.

### **7.0 IMPLICATIONS**

- 7.1 The following implications have been identified:
- a) Financial  
The costs of meetings within the Council are built into existing budgets.
  - b) Legal  
None.
  - c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime & Disorder)  
None. An equality impact assessment was carried out six years ago when start times to meetings were reviewed.

### **8.0 NEXT STEPS**

- 8.1 Once the timetable of meetings has been approved it will be published on the Council's website using the Modern.gov committee management system.

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**Background Papers:**  
None.