

Croydon Council

REPORT TO:	GENERAL PURPOSES AND AUDIT COMMITTEE 7 DECEMBER 2016
AGENDA ITEM:	13
SUBJECT:	COUNCIL MEETING DATES 2017/18
LEAD OFFICER:	COUNCIL SOLICITOR AND MONITORING OFFICER
WARDS:	ALL
CORPORATE PRIORITY/POLICY CONTEXT: The dates for full Council are proposed to facilitate early production of the Council diary. This is in accordance with article 1.03 of the Constitution in particular 1.03 (4) [enable decisions to be taken efficiently and effectively] and 1.03 (8) [provide a means of improving delivery of services to the community].	
FINANCIAL SUMMARY: There are no financial implications arising from this report.	
FORWARD PLAN KEY DECISION REFERENCE NO: Not an executive decision	

For general release

RECOMMENDATIONS

1. The Committee is asked to approve on behalf of the Council
 - 1.1 the schedule of Full Council meeting dates for 2017/2018
 - 1.2 the schedule of Cabinet meeting dates for 2017/2018

2. EXECUTIVE SUMMARY

- 2.1 Members are asked to consider for approval the proposed schedule of dates for Council and Cabinet Meetings for the Council year 2017/2018. The early approval of these dates will facilitate the production of the Council Diary.

3. DETAIL

- 3.1 The Council's Constitution stipulates that seven meetings of the Full Council including Annual and Council Tax meetings shall be held in each year. The Annual meeting is generally held in May.

The Council Procedure Rules, Part 4A of the Council's Constitution, provide that responsibility to determine the dates of the ordinary Full Council meetings rests with the General Purposes and Audit Committee. The proposed dates for consideration for the Council year 2017/2018 are listed below:

- 26 June 2017
- 30 October 2017
- 4 December 2017
- 29 January 2018
- 26 February 2018 (Council Tax Meeting)
- 16 April 2018
- 21 May 2018 (Annual Council)

3.2 Proposed dates for Cabinet meetings are also listed below:

- 19 June 2017
- 17 July 2017
- 18 September 2017
- 16 October 2017
- 20 November 2017
- 11 December 2017
- 22 January 2018
- 19 February 2018
- 19 March 2018
- 14 May 2018

3.3 The Appendix shows all the proposed dates, including Committees, Sub-Committees and panels.

4. CONSULTATION

4.1 The dates proposed in this report are based on a number of considerations. These include showing consideration to statutory requirements and the need to avoid school holiday dates. School Holiday dates are not often available at the point when the calendar is being planned. The dates are otherwise set by reference to the Municipal year which runs from May to May and the Financial year which runs from 1 April to 31 March. An example of the considerations taken into account when setting Committee dates are:

- **January/February** – the HRA budget has to be set in January/February. This also allows sufficient time to notify tenants of any changes to their rent from April. The London Grants Committee requires a decision from member authorities by 31 January of each year. Also the School Admissions policy for the coming Academic year has to be adopted.
- **March** - Council tax must be set by a Billing Authority before 11 March immediately preceding the financial year in which it is to have effect. It must not however be set before, whichever is the earlier, March 1 or the date of the issue to the Authority of the last precept set by a major precepting authority.

- **May** – Annual Council
- **June** - a statement of accounts must be submitted under statute to the Council's auditors by 30 June and are reported to this Committee for information purposes before the end of June.
- **September** – publication of annual statement of accounts as soon as possible after an audit but no later than 30 September following the end of the year to which the accounts relates. Pension fund annual reports to be published in line with statutory guidelines by the end of December 2017.
- **November/December** –The annual audit letters have to be issued by no later than December 31 following the end of the financial year to which the Accounts relates.
- **Licensing Sub-Committee** – Licensing Sub-Committees have strict deadlines by which licensing applications have to be held and so these meetings occur throughout the year as and when required.
- **Planning determinations.** There are statutory rules by which planning applications have to be determined which is 8 weeks (for minor applications) 13 weeks for (major applications).

4.2 There has been consultation with Members from both Groups on the dates proposed in this report.

5. LEGAL CONSIDERATIONS

5.1 Schedule 12 of the Local Government Act 1972 requires the Council to hold an annual meeting and such other meetings as it may determine.

6. EQUALITIES IMPACT

6.1 Consideration to the timing of school holiday dates has been made when setting the proposed dates. Caring responsibilities of Members and staff impact on their ability to attend meetings during school holidays.

7. ENVIRONMENTAL IMPACT AND CRIME AND DISORDER REDUCTION IMPACT

7.1 None arising from this report.

CONTACT OFFICER: Margot Rohan, Senior Members Services
 Manager, Democratic Services ext 62654
margot.rohan@croydon.gov.uk

BACKGROUND DOCUMENTS: None

APPENDICES:

Appendix 1 – Council Diary 2017/18