

**FLINTSHIRE COUNTY COUNCIL**

<b>Date of Meeting</b>	Tuesday, 7 <sup>th</sup> May 2019
<b>Report Subject</b>	Schedule of Meetings 2019/20
<b>Report Author</b>	Chief Officer (Governance)

**EXECUTIVE SUMMARY**

This report contains the proposed schedule of meetings for 2019/2020.

It also explains how the schedule was prepared and details the consultation process which was undertaken.

**RECOMMENDATIONS**

1	That the attached draft schedule of Meetings for 2019/20 be approved.
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## **REPORT DETAILS**

<b>1.00</b>	<b>EXPLAINING THE SCHEDULE OF MEETINGS FOR 2019/20</b>
1.01	The Schedule of Meetings is produced on an annual basis and presented for approval to Members at the Annual Meeting. Following the County Council elections in 2017 the newly elected Council were invited to express their preferences about when meetings should be held. This was done on a Committee by Committee basis as agreed at the Constitution and Democratic Services Committee in October 2017.
1.02	All Committees resolved to continue with the previous meeting arrangements and this draft has been prepared on that basis.
1.03	It is the aim to avoid meetings being held in school holidays wherever possible. However, given the cycle of individual Committee meetings and when statutory reports are required to be approved by, this is not always possible.

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	None.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	Officers from Finance, Audit, Planning, Policy and Performance and Overview and Scrutiny.
3.02	Chief Officer Team.
3.03	Group Leaders.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	None.

<b>5.00</b>	<b>APPENDICES</b>
5.01	Draft Schedule of Meetings for 2019/20.

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	Report of the Democratic Services Manager on Timing of Meetings Survey at Constitution & Democratic Services Committee 25 <sup>th</sup> October 2017 and resultant minute.
6.02	Report of the Democratic Services Manager to the Constitution & Democratic Services Committee on Timings of meetings survey 31 <sup>st</sup> January 2018 and resultant minute.  <b>Contact:</b> Nicola Gittins – Team Leader, Democratic Services <b>Telephone:</b> 01352 702345 <b>Email:</b> <a href="mailto:nicola.gittins@flintshire.gov.uk">nicola.gittins@flintshire.gov.uk</a>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
	None.