

**DRAFT PROGRAMME OF MEETINGS 2016/17**

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**1.0 EXECUTIVE SUMMARY**

- 1.1 The Council's Standing Orders for Meetings (SO 20.1) require the Council to approve a Programme of Meetings for the Council and its Committees every year.
- 1.2 The Council is invited to consider and approve a draft Programme of Meetings for the year 2016-17.

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**2.0 INTRODUCTION**

- 2.1 The Council's Standing Orders for Meetings require the Council to approve a Programme of Meetings for the Council and its Committees every year. Attached is a draft programme of meetings for the year 2016-17, based on the current committee cycle, which it is recommended that the Council approve.

**3.0 RECOMMENDATIONS**

- 3.1 It is recommended that the Council consider and approve the draft Programme of Meetings for the year 2016-17.

**4.0 DETAIL**

- 4.1 Standing Order 20.1 requires that the Council approve a Programme of Meetings each year.
- 4.2 The current approved Programme of Meetings for the Council and its Committees runs until April 2016.
- 4.3 The Council is required to approve a Programme of Meetings for the period May 2016 to April 2017 and a draft is attached at Appendix 1 to this report.
- 4.4 It should be noted that Standing Order 20.2 makes provision for the Chair of a Committee (or in whose absence the Vice- Chair) for good cause to cancel or alter the date, time or place for a meeting but not after the summons for the meeting has been issued.
- 4.5 Dates have yet to be agreed locally for Area Community Planning Groups beyond April 2016 and once agreed these will be incorporated into the Programme of Meetings calendar for 2016/17.
- 4.6 The dates agreed for meetings of the Licensing Board until the end of 2016 have also been incorporated into the programme.

**5.0 CONCLUSION**

- 5.1 The Council's Standing Orders for Meetings require the Council to approve a Programme of Meetings for the Council and its Committees. The approved Programme runs until April 2016 and the Council is invited to approve a Programme of Meetings for the period May 2016 to April 2017.

**6.0 IMPLICATIONS**

- 6.1 Policy - None
- 6.2 Financial – Members travel and subsistence costs
- 6.3 Legal – Requirement of Standing Order 20.1
- 6.4 HR - None
- 6.5 Equalities - None
- 6.6 Risk - None
- 6.7 Customer Service - None

**Douglas Hendry**  
**Executive Director of Customer Services**  
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**For further information contact:** Charles Reppke, Head of Governance and Law

**APPENDICES**

Appendix 1 – Draft Programme of Meetings 2016/17