

Report 13.1034  
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File E/12/01/04

Committee Council  
Author Emily Gilmore, Democratic Services Advisor

## 2014 meeting schedule

### 1. Purpose

To adopt the Council's meeting schedule for the 2014 calendar year.

### 2. Comment

**Attachment 1** to this report sets out the Council's proposed meeting schedule for the 2014 calendar year.

The schedule:

- Is based on an approximately six week meeting cycle for the Council and committees
- Takes the statutory and procedural obligations of the Council, including the financial cycle, into account
- Will probably require minor adjustments as the year progresses
- Was circulated to territorial authorities for comment on dates relevant to them.

### 3. Communication

Once adopted, the schedule will be circulated to key stakeholders.

In accordance with legislation, public notice of formal meetings will be given at the appropriate times once the schedule has been adopted.

### 4. The decision-making process and significance

The matter requiring decision in this report has been considered by officers against the requirements of Part 6 of the Local Government Act 2002.

#### 4.1 Significance of the decision

Officers have considered the significance of the matter, taking into account the Council's significance policy and decision-making guidelines. Due to the

procedural nature of this decision officers recommend that the matter be considered to have low significance.

Officers do not consider that a formal record outlining consideration of the decision-making process is required in this instance.

## **5. Recommendations**

*That the Council:*

1. ***Receives the report.***
2. ***Notes the content of the report.***
3. ***Adopts the 2014 meeting schedule as set out in Attachment 1 to this report.***
4. ***Authorises the Manager, Democratic Services to circulate the schedule to key stakeholders, and to modify the schedule as and when required, in accordance with Standing Orders.***

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Report approved by:

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**Attachment 1: Dates for Council and Committee meetings in 2014**