

REPORT OF THE ADMINISTRATION AND DEMOCRATIC SERVICES MANAGER

SUBJECT: CALENDAR OF MEETINGS 2015/2016

Purpose of Report

Members are asked to approve a calendar of meetings for the forthcoming year.

Introduction/Background

As Members will be aware, the current calendar of meetings comes to an end in June 2015 following the Annual General Meeting, and it is customary at this time of year to present a calendar for the forthcoming year.

You will recall that last year the calendar was based on a 6-weekly cycle of Development Management Committee meetings; this was agreed as a pilot scheme for twelve months with a review at the end of this period. As the full cycle of those meetings is not yet complete, a review has not been undertaken, although there have been no indications that the current arrangements are not proving satisfactory. It is therefore recommended that the calendar for the forthcoming year be again based on a 6-weekly cycle of Development Management Committee meetings, and that a report on the review be presented to the Authority upon completion of a full cycle of meetings.

The calendar shows the principal external events to which Members are invited during the course of the year, and a separate report to consider the Authority's representation at these events follows this report (Report No. 19/15). Those of you who will be nominated to attend the external events referred to are, therefore, asked to note the dates in your diaries.

Financial considerations

Members' travelling costs are provided for in the Authority's budget.

Compliance

The Authority is required to hold meetings for the proper transaction of its business and due notice of these must be given.

Welsh Language statement

Agendas for meetings are published bilingually and where public speaking is permitted, this can be through the medium of Welsh as long as the requisite notice is provided.

RECOMMENDATION:

That a calendar of meetings for 2015/16 be approved.

(For further information, please contact Janet Evans, Administration and Democratic Services Manager on extension 4834 or by e-mailing janete@pembrokeshirecoast.org.uk)

*Author: Janet Evans (Administration and Democratic Services Manager)
Consultees: Tegryn Jones (Chief Executive), Richard Griffiths (Finance Manager and Section 151 Officer), Alan Hare (Business and Performance Manager), Leadership Team*

Calendar of Meetings- 6 weekly DM Committee

July 2015

	Monday	Tuesday	Wednesday	Thursday	Friday
29/6 - 2/7	29 Jun	30	1 Jul	2	3
			10:00 12:00 Operational Review 12:30 13:30 CIG		
6 - 9/7	6	7	8	9	10
			10:00 13:00 DM Committee 13:30 15:30 Training/Workshop		
13 - 16/7	13	14	15	16	17
			10:00 12:00 Audit & corporate Services Review Committee 12:00 13:00 Member Development Strategy Workin		
20 - 23/7	20	21	22	23	24
	Royal Welsh Show		School Holidays To 31 Aug →		
27 - 30/7	27	28	29	30	31
	09:30 12:30 DM Site Inspection		School Holidays To 31 Aug →		
			10:00 12:00 NPA 12:30 14:30 Budget Workshop		

04/03/2015 16:46

Calendar of Meetings- 6 weekly DM Committee

August 2015

	Monday	Tuesday	Wednesday	Thursday	Friday
3 - 6/8	3 Aug	4	5	6	7
	School Holidays				
10 - 13/8	10	11	12	13	14
	School Holidays				
			10:00 13:00 DM Committee 13:30 15:30 Training/Workshop		
17 - 20/8	17	18	19	20	21
	School Holidays				
	County Show				
24 - 27/8	24	25	26	27	28
	School Holidays				
	09:30 12:30 DM Site Inspection				
31/8 - 3/9	31	1 Sep	2	3	4
	School Holidays				
	Late Summer Holiday (United K)				

04/03/2015 16:46

Calendar of Meetings- 6 weekly DM Committee

September 2015

	Monday	Tuesday	Wednesday	Thursday	Friday
	31 Aug	1 Sep	2	3	4
31/8 - 3/9					
	7	8	9	10	11
7 - 10/9			10:00 12:00 SDF Committee 12:30 14:30 Operational Review		
	14	15	16	17	18
14 - 17/9					
	21	22	23	24	25
21 - 24/9		ANPA Members' Induction Course (Giltar Hotel) 10:00 12:00 NPA 12:30 14:30 Budget Workshop			
	28	29	30	1 Oct	2
28/9 - 1/10			10:00 12:30 DM Committee 13:00 15:00 Training/Workshop 15:00 16:00 CIG		

04/03/2015 16:46

Calendar of Meetings- 6 weekly DM Committee

October 2015

	Monday	Tuesday	Wednesday	Thursday	Friday
	28 Sep	29	30	1 Oct	2
28/9 - 1/10					
	5	6	7	8	9
5 - 8/10			10:00 12:00 Employee Forum		
	12	13	14	15	16
12 - 15/10	09:30 12:30 DM Site Inspection		UK ANPA Conference (hosted by Dartmoor NPA)		
	19	20	21	22	23
19 - 22/10			10:00 12:00 Standards		
	26	27	28	29	30
26 - 29/10	Half Term				

04/03/2015 16:46

Calendar of Meetings- 6 weekly DM Committee

November 2015

	Monday	Tuesday	Wednesday	Thursday	Friday
	2 Nov	3	4	5	6
2 - 5/11	NPW Seminar				
	9	10	11	12	13
9 - 12/11			10:00 13:00 DM Committee 13:00 15:00 Training/Workshop		
	16	17	18	19	20
16 - 19/11			10:00 12:00 NPA 12:30 14:30 Budget Workshop 14:30 16:30 CE PR Panel		
	23	24	25	26	27
23 - 26/11	09:30 12:30 DM Site Inspection		10:00 12:00 Audit & Corporate Services 12:30 13:00 Personnel		
	30	1 Dec	2	3	4
30/11 - 3/12					

04/03/2015 16:46

Calendar of Meetings- 6 weekly DM Committee

December 2015

	Monday	Tuesday	Wednesday	Thursday	Friday
	30 Nov	1 Dec	2	3	4
30/11 - 3/12					
	7	8	9	10	11
7 - 10/12			10:00 12:00 Operational Review 12:00 13:00 Member Development Strategy Working Group		
	14	15	16	17	18
14 - 17/12			10:00 13:00 DM Committee 13:30 15:30 Budget Workshop		
	21	22	23	24	25
21 - 24/12	School Holidays				To 1 Jan → Christmas Day (United Kingdom)
	28	29	30	31	1 Jan 16
28 - 31/12	School Holidays				To 1 Jan →

04/03/2015 16:46

Calendar of Meetings- 6 weekly DM Committee

January 2016

	Monday	Tuesday	Wednesday	Thursday	Friday
	28 Dec	29	30	31	1 Jan 16
28 - 31/12					School Holidays New Year's Day (United Kingdo
	4	5	6	7	8
4 - 7/1					
	11	12	13	14	15
11 - 14/1	09:30 12:30 DM Site Inspection				
	18	19	20	21	22
18 - 21/1		ANPA Induction Dartmoor 10:00 12:00 SDF Committee 12:30 13:30 CIG			
	25	26	27	28	29
25 - 28/1			10:00 13:00 DM Committee 13:30 15:30 Training/Workshop		

04/03/2015 16:46

Calendar of Meetings- 6 weekly DM Committee

February 2016

	Monday	Tuesday	Wednesday	Thursday	Friday
	1 Feb	2	3	4	5
1 - 4/2			10:00 12:00 NPA 12:30 14:30 Budget Workshop		
	8	9	10	11	12
8 - 11/2	09:30 12:30 DM Site Inspection				
	15	16	17	18	19
15 - 18/2	Half Term				
	22	23	24	25	26
22 - 25/2			10:00 12:00 Audit & Corporate Services 12:30 15:00 Scrutiny Committee		
	29	1 Mar	2	3	4
29/2 - 3/3					

04/03/2015 16:46

Calendar of Meetings- 6 weekly DM Committee

March 2016

	Monday	Tuesday	Wednesday	Thursday	Friday
	29 Feb	1 Mar	2	3	4
29/2 - 3/3					
	7	8	9	10	11
7 - 10/3			10:00 13:00 DM Committee 13:30 15:30 Training/Workshop		
	14	15	16	17	18
14 - 17/3			10:00 12:00 NPA 12:30 14:30 Budget Workshop 14:30 15:30 Member Development Strategy Workin		
	21	22	23	24	25
21 - 24/3	09:30 12:30 DM Site Inspection				00:00 Easter Holiday Good Friday (United Kingdom)
	28	29	30	31	1 Apr
28 - 31/3	Easter Monday (United Kingdom)	Easter Holiday To 11 Apr			

04/03/2015 16:46

Calendar of Meetings- 6 weekly DM Committee

April 2016

	Monday	Tuesday	Wednesday	Thursday	Friday
	28 Mar	29	30	31	1 Apr
28 - 31/3					Easter Holiday
	4	5	6	7	8
4 - 7/4	From 25 Mar Easter Holiday				
	11	12	13	14	15
11 - 14/4	Easter Holiday 22:30		10:00 13:30 Scrutiny Committee 14:00 15:00 Employee Forum		
	18	19	20	21	22
18 - 21/4			10:00 13:00 DM Committee 13:30 15:30 Operational Review		
	25	26	27	28	29
25 - 28/4			10:00 12:00 NPA 12:30 14:30 Budget Workshop 14:30 15:30 CIG		

04/03/2015 16:46

Calendar of Meetings- 6 weekly DM Committee

May 2016

	Monday	Tuesday	Wednesday	Thursday	Friday
	2 May	3	4	5	6
2 - 5/5	May Day Bank Holiday (United)				
	9	10	11	12	13
9 - 12/5	09:30 12:30 DM Site Inspection		10:00 12:00 Audit & Corporate Services 12:30 13:00 Personnel		
	16	17	18	19	20
16 - 19/5			10:00 12:00 SDF Committee 12:30 14:30 CE PR Panel		
	23	24	25	26	27
23 - 26/5			10:00 13:30 Scrutiny Committee		
	30	31	1 Jun	2	3
30/5 - 2/6	School Holidays				
	Spring Bank Holiday (United Kingdom)				

04/03/2015 16:46

Calendar of Meetings- 6 weekly DM Committee

June 2016

	Monday	Tuesday	Wednesday	Thursday	Friday
	30 May	31	1 Jun	2	3
30/5 - 2/6			School Holidays		
	6	7	8	9	10
6 - 9/6			10:00 13:00 DM Committee 13:30 15:30 Training/Workshop		
	13	14	15	16	17
13 - 16/6			10:00 12:00 NPA 12:30 14:30 Budget Workshop		
	20	21	22	23	24
20 - 23/6	09:30 12:30 DM Site Inspection				
	27	28	29	30	1 Jul
27 - 30/6			10:00 13:30 Scrutiny Committee		

04/03/2015 16:46