

Title: Council And Committee Meetings – Scheduling
Policy No: 83
Responsibility: Chief Executive Officer

| Version | Decision Number | Decision Date | History |
|---------|-----------------|---------------|-------------------------------------|
| 1 | 17\1228 | 25/02/97 | Adopted |
| 2 | 17\2341 | 28/10/97 | Amended |
| 3 | 19\372 | 31/08/04 | Amended – Version 3 |
| 4 | 19\4604 | 12/06/07 | Reviewed and Amended |

The dates, times and places of all ordinary Council and Committee meetings will be determined bi-annually in advance at a November and May Ordinary Meeting of Council. The resolution will constitute notice of those scheduled meetings in compliance with Section 54 of the Local Government Act.

That in the year of General Council Elections, the Council shall review meeting dates and times at the June or July meeting of the Council in that year.

The scheduled date or time of Council or Committee meetings may be changed in accordance with the following -

PROCEDURE

Ordinary Meetings

The scheduled date or time of any Ordinary Meeting of Council will be changed in circumstances where it would be inappropriate to conduct the meeting in accordance with the schedule, such as prior knowledge that a quorum will not exist. If not by Council resolution, or a request by the majority of Elected Members, a change will be approved by the Lord Mayor exercising discretion after consultation with a majority of Aldermen.

The Lord Mayor will instruct the Committee Administrator to determine the availability of Aldermen and inconvenience likely to be caused by any change in the time, date or place of the meeting.

A fair decision in accordance with the information available will then be made by the Lord Mayor.

Committee Meetings

The scheduled date/time of standing Committee Meetings will be changed in circumstances where it would be inappropriate to conduct the meeting in accordance with the schedule. Any such request will be made to the Chairman of the Committee, along with reasons for the proposed change. If in agreement, the Chairman of the Committee will advise the Committee Administrator of the proposed date, time and place of the rescheduled meeting. The Committee Administrator will

consult with members of that Committee to seek agreement to the proposed change. This process will be followed until such time as agreement is reached.

Attendance at meetings by technological means, as provided for in Section 19E (3) of the Local Government Act, will not be approved by the Council, pursuant to Section 19E (4) of the Act.