

REPORT TO LOCAL REVIEW BODY – 27 OCTOBER, 2017

PROPOSED MEETING DATES 2018

1 Recommendations

The Local Review Body is recommended to:

- 1.1 Consider and approve meeting dates for 2018 as provided in Appendix 1 to the report; and**
- 1.2 Agree that site visits will be scheduled in the Ward Calendar 3 weeks after formal meeting dates, however, will be removed if no longer required.**

2 Background / Discussion

- 2.1 With reference to the Minute of the Local Review Body Meeting of 24 September, 2009 (Page 1135), the Local Review Body agreed from inception that meetings would be set on a monthly basis at Woodhill House or any other base as required. The Local Review Body has scheduled the monthly meetings on the last Friday of each month, unless there are any conflicts with public/council holidays.
- 2.2 The Local Review Body schedules within the Council diary a tentative date for scheduled site visits which are arranged at least 3 weeks from the date of the formal meeting to ensure that applicant/agents are given sufficient notice of when the site visit will take place.
- 2.3 While it is proposed that the site visits will be scheduled in the Council diary and included in Ward pages for member's information, it is also suggested that the date should be removed at the earliest convenience after the formal meeting has taken place, if no site visits are required.
- 2.4 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and are satisfied that the report complies with the Scheme of Governance and relevant legislation.

3 Scheme of Governance

- 3.1 The Local Review Body is able to consider and take a decision on this item in terms of Standing Order 2.1.4 which requires that all Sub-Committees should be held at times and locations detailed in accordance with a programme approved by each Sub-Committee or as agreed with the relevant Chair.

The Local Review Body is able to consider this item in terms of Section K 1.1 of the List of Committee Powers in Part 2A of the Scheme of Governance as it relates to the functions of the Council being delegated to this Body.

4 Implications and Risk

- 4.1 An equality impact assessment is not required because the Local Review Body meeting dates will not conflict with religious holidays and will not have a differential impact on any of the protected characteristics.
- 4.2 There are no staffing and financial implications arising from the recommendations in this report. An increased workload for officers involved in servicing meetings of the Local Review Body would continue to be monitored on a regular basis.
- 4.3 The following Risks have been identified as relevant to this matter on a Directorate Level –

[Business Services' Directorate Risks](#)

BSSR003 – Future Governance

Ritchie Johnson
Director of Business Services

Report prepared by Frances Brown, Senior Committee Officer
Date 18 October, 2017

LOCAL REVIEW BODY PROPOSED MEETING DATES 2018

SITE VISIT	JAN	FRIDAY	12	tbc
FORMAL MEETING	JAN	FRIDAY	26	10.15
SITE VISIT	FEBRUARY	FRIDAY	16	tbc
FORMAL MEETING	FEB	FRIDAY	23	10.15
SITE VISIT	MARCH	FRIDAY	16	tbc
FORMAL MEETING	MARCH	FRIDAY	30	10.15
SITE VISIT	APRIL	FRIDAY	20	tbc
FORMAL MEETING	APRIL	FRIDAY	27	10.15
SITE VISIT	MAY	FRIDAY	18	tbc
FORMAL MEETING	MAY	FRIDAY	25	10.15
SITE VISIT	JUNE	FRIDAY	15	tbc
FORMAL MEETING	JUNE	FRIDAY	29	10.15
SITE VISIT	JULY	FRIDAY	20	tbc
FORMAL MEETING	JULY	FRIDAY	27	10.15
SITE VISIT	AUGUST	FRIDAY	17	tbc
FORMAL MEETING	AUGUST	FRIDAY	31	10.15
SITE VISIT	SEPTEMBER	FRIDAY	21	tbc
FORMAL MEETING	SEPTEMBER	FRIDAY	28	10.15
SITE VISIT	OCTOBER	FRIDAY	19	tbc
FORMAL MEETING	OCTOBER	FRIDAY	26	10.15
SITE VISIT	NOVEMBER	FRIDAY	16	tbc
FORMAL MEETING	NOVEMBER	FRIDAY	30	10.15
SITE VISIT	DECEMBER	FRIDAY	14	tbc
FORMAL MEETING	DECEMBER	FRIDAY	21	10.15

