



1. **Timetable of Meetings for 2018/19** (Pages 1 - 3)

**BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK**

**RECORD OF DECISION TAKEN BY OFFICERS UNDER DELEGATED POWERS**

This is a record of a decision taken by an officers under delegated powers and where necessary taken in consultation with members and officers.

<p><b>Delegated Power</b> Specify the particular delegated power being exercised by reference to the Delegation Scheme or Cabinet minute and date.</p> <p><b>Scheme of Delegation 1.3.1 - Timetable of Meetings for 2018/19</b></p>
<p><b>Decision Taken</b> Specify precise details of the decision taken</p> <p>Agreeing the timetable for the new Municipal Year.</p>
<p><b>Reasons for the Decision</b> Specify all reasons for taking the decision</p> <p>Setting the meetings timetable for the year</p>
<p><b>Options considered</b></p> <p>All Chairmen and Vice-Chairmen have been consulted</p>
<p><b>Any declarations of interest and details of any dispensations granted in respect of interests.</b></p> <p>None</p>
<p><b>List of Background papers</b></p> <p>None</p>
<p><b>Authorisation</b> Post Held D Gates</p> <p>Signature </p> <p>Date 30.1.18</p>
<p><b>Consultation with members/officers</b> <b>If the decision is taken following consultation with the members/officers, please give details:</b></p> <p><b>Councillor Long</b></p> <p></p> <p>Signed by Member as consulted:</p> <p>Date 30.1.18</p>

# Pre-Screening Equality Impact Assessment

Borough Council of  
**King's Lynn &  
West Norfolk**



Name of policy/service/function					
Is this a new or existing policy/ service/function?		New / Existing (delete as appropriate)			
Brief summary/description of the main aims of the policy/service/function being screened.  Please state if this policy/service rigidly constrained by statutory obligations					
<b>Question</b>	<b>Answer</b>				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups <b>according to their different protected characteristic</b>, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age				
	Disability				
	Gender				
	Gender Re-assignment				
	Marriage/civil partnership				
	Pregnancy & maternity				
	Race				
	Religion or belief				
	Sexual orientation				
	Other (eg low income)				
	<b>Question</b>	<b>Answer</b>	<b>Comments</b>		
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	Yes / No				
3. Could this policy/service be perceived as impacting on communities differently?	Yes / No				
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	Yes / No				
<p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	Yes / No	<b>Actions:</b>			
		<b>Actions agreed by EWG member: Name .....</b>			
<b>Assessment completed by: Name</b>					
<b>Job title</b>	<b>Date</b>				
<p><b>Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.</b></p>					

# Calendar of Meetings 2018/19

		2018												2019			
		May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr				
Monday				2 PC		3 PC	1 PC		3 PC								
Tuesday	1 E&C			3 CAB		4 E&C	2 CAB		4 E&C	1 BANK HOLIDAY							
Wednesday	2		4		5		3		5	2			2 E&C				
Thursday	3		5 PCSV	2 PCSV	6 PCSV / COUNCIL	4 PCSV	1		6 PCSV	3			3 CPP				
Friday	4	1	6	3	7	5	2		7	4	1		4 PCSV				
Monday	7 BANK HOLIDAY	4 PC	9	6	10 CPP	8	5 PC		10	7 PC	4 PC		8				
Tuesday	8 PC	5	10	7	11 R&D	9	6		11 R&D	8 CAB	5 CAB (BUDGET	5 E&C	9 R&D				
Wednesday	9	6	11	8	12	10	7		12	9	6		10				
Thursday	10 ANN. COUNCIL	7 PCSV	12	9	13	11	8 PCSV		13	10 PCSV	7 PCSV		11 COUNCIL				
Friday	11 PCSV	8	13	10	14	12	9		14	11	8		12				
Monday	14	11	16	13	17 AC	15	12 AC		17	14 CPP	11	11 AC	15				
Tuesday	15	12 E&C	17 CPP	14	18	16 E&C	13 CAB		18	15	12	12 R&D	16				
Wednesday	16	13	18	15	19	17	14		19	16	13		17				
Thursday	17	14 COUNCIL	19 COUNCIL	16	20 KLACC	18 COUNCIL	15		20	17 KLACC	14		18				
Friday	18	15	20	17	21	19	16		21	18	15		19 GOOD FRIDAY				
Monday	21 CPP	18	23	20	24	22 CPP	19		24	21	18		22 EASTER MONDAY				
Tuesday	22 R&D	19 KLACC	24 E&C	21 CAB	25	23	20		25 XMAS DAY	22 E&C	19 CPP		23				
Wednesday	23	20	25	22	26	24	21		26 BOXING DAY	23	20		24				
Thursday	24	21	26	23	27	25	22		27 OFFICE CLOSE	24 COUNCIL	21 COUNCIL (BUDGET)		26				
Friday	25	22	27	24	28	26	23		28 OFFICE CLOSE	25	22		26				
Monday	28 BANK HOLIDAY	25	30 PC / AC	27 BANK HOLIDAY		29 KLACC (SE)	26		31 OFFICE CLOSE	28 AC	25	25 KLACC	29				
Tuesday	29 CAB	26 R&D	31 R&D	28		30 R&D	27 CPP			29 R&D	26	26 CAB	30				
Wednesday	30 AC	27		29		31	28			30	27	27					
Thursday	31	28		30			29 COUNCIL			31	28	28					
Friday		29		31			30				29	29					

**KEY:**

CAB = Cabinet

E&C = Environment & Community Panel

AC = Audit Committee

R&D = Regeneration & Development Panel

KLACC = King's Lynn Area Consultative Committee

PC = Planning Committee

PC SV = Planning Committee Site Visits

CPP = Corporate Performance Panel

COUNCIL = Council

ANNUAL COUNCIL

Half Term, Christmas and Easter

BC Elections = 02/05/19

Annual Council = 16/05/19