



Revenue and Benefit Service

Schedule of Meetings 2019/20

1. PURPOSE OF THE REPORT

1.1 For the Joint Committee to agree the schedule of meetings for the forthcoming year.

2. RECOMMENDATION

2.1 To consider the proposed schedules of meetings for 2018/19 attached at appendix 1 and 2 of the report and agree which schedule to follow.

3. MAIN FEATURES OF THE SCHEDULES

3.1 Each year the Committee is asked to approve the schedule of meetings for the forthcoming year.

3.2 The proposed schedule of quarterly meetings for 2019/2020 is attached at appendix 1 to the report.

3.3 The Joint Committee currently meets 4 times during the civic year and the dates of the meetings at appendix 1 have been proposed in order for the committee to consider the quarterly performance reports at the appropriate time during the year.

3.4 Consideration has been given to statutory reports that have to be agreed by set dates.

3.5 Following the revision of the Constitution of the Joint Committee in May 2018, it states that the committee must also hold an Annual Meeting in June wherever possible but no later than July.

3.6 Currently all meetings are held on Thursdays at 4.30pm and are held in rotation around each of the Partnership authorities.

4. NEXT STEPS

4.1 Members are asked to consider the dates detailed in the appendices and notify the Committee Secretary of any issues.

4.2 Once the dates are agreed, the Committee Secretary will book the venues and confirm the dates and locations to the Committee Members.

**DRAFT SCHEDULE OF QUARTERLY MEETINGS – THE LEICESTERSHIRE PARTNERSHIP
JOINT COMMITTEE REVENUES AND BENEFITS**

2019/2020

Thursday, 5 September 2019	4.30pm, location to be confirmed
Thursday, 11 November 2019	4.30pm, location to be confirmed
Thursday, 23 January 2020	4.30pm, location to be confirmed
Thursday, 23 April 2020	4.30pm, location to be confirmed

2020/2019

Annual Meeting	Thursday, 25 June 2020	4.30pm, location to be confirmed
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