

EXECUTIVE COUNCIL

PUBLIC

Title:	Proposed Schedule of Meetings January to December 2019
Paper Number:	154/18
Date:	24 October 2018
Responsible Director:	Chief Executive
Report Author:	Clerk of Executive Council and Legislative Assembly
Portfolio Holder:	MLA Roger Spink
Reason for paper:	This paper is submitted to Executive Council: To meet a statutory requirement
Publication:	Yes
Previous papers:	N/A
List of Documents:	Appendix 1: Schedule of Meetings

1. Recommendations

Honourable Members are recommended to approve:

- (a) That Executive Council approves the proposed schedule of Executive Council, Standing Finance Committee and Legislative Assembly meetings for January to December 2019 as outlined in Appendix A, however should additional meetings be required these can be summoned under Section 62 of the Constitution and Executive Council Standing Orders Part II clause 7.
- (b) That the proposed schedule of Legislative Assembly sessions are subject to cancellation/postponement should there be insufficient business with a minimum of eight sittings being held within the year.

2. Additional Budgetary Implications

2.1 None

3. Executive Summary

- 3.1 The report seeks to schedule the meetings for 2019. All Members have been consulted on the options put forward for consideration and approval.

4. Background and Links to Islands Plan and Directorate Business Plans

- 4.1 The proposed schedule of meetings for Executive Council and Legislative Assembly is submitted for approval in November of each year for the subsequent year. In 2013 Members of the Assembly, agreed that due to amount of business held in Executive Council, meetings should be held bi-monthly so as to ensure a rolling Executive Council and speedier decision making.
- 4.2 Following consultation with new Assembly they have proposed the reduction of Executive Council meetings to once per month, however should they require additional meeting these can be summoned under the Constitution and Executive Council Standing Orders.

5. Resource Implications

5.1 Financial Implications

None

5.2 Human Resource Implications

Facilitation of meetings can be resourced from within the current establishment.

5.3 Other Resource Implications

None

6. Legal Implications

- 6.1 In accordance with Legislative Assembly Standing Order 1 (2) “Each session of the Legislative Assembly shall be held at such place within the Falkland Islands and shall begin at such time as the Governor may appoint by Proclamation published in the Gazette.
- 6.2 In accordance with Section 62 of the Constitution and Section 7 of the Executive Council Standing Orders

“Summoning a meeting

(1) The Governor may summon a meeting of the Council at any time and must summon a meeting when requested by two or more members.

(2) Without limiting the power in (1) above to call meetings at any time (**‘extraordinary meetings’**), the secretary will prepare a schedule of meetings for the following twelve months:

(a) at or after the first meeting of the Legislative Assembly following the dissolution of the Legislative Assembly; and

(b) at or before the first meeting of the Executive Council in any calendar year. (In practice the secretary will seek to obtain Council approval of the schedule of ordinary meetings at a Council meeting in November of the preceding year);

and invite the Council to agree the schedule of meetings for the calendar year (**'ordinary meetings'**).

7. Environmental & Sustainability Implications

7.1 None

8. Significant Risks

8.1 None

9. Consultation

9.1 All Members of the Assembly and Financial Secretary were consulted on the proposed dates.

10. Communication

10.1 The report to be made public.

Appendix A

Executive Council, Standing Finance Committee and Legislative Assembly Dates and Deadlines 2019

January 2019 (MLA Recess 17 December – 4 January)		
Thursday 10 January	NOON	FS/AG/HR Deadline
Tuesday 15 January	NOON	EXCO and SFC Paper Deadline
Friday 18 January	8.00 am	Senior Admin Meeting
Tuesday 29 January	8.00 am	Pre EXCO Meeting
Wednesday 30 January	9.00 am	EXCO
	3.00 pm	SFC
Thursday 31 January	9.00am	Legislative Assembly (Opening of Budget Select Committee)
February 2019		
Thursday 7 February	8.30 am	Budget Select Committee
Thursday 7 February	NOON	FS/AG/HR Deadline
Tuesday 12 February	NOON	EXCO and SFC Paper Deadline
Thursday 14 February	8.30 am	Budget Select Committee
Friday 15 February	8.00 am	Senior Admin Meeting
Tuesday 26 February	8.00 am	Pre EXCO Meeting
Wednesday 27 February	9.00 am	EXCO
	3.00 pm	SFC
Thursday 28 February	9.00am	Legislative Assembly

March 2019		
Wednesday 6 March	8.30am	Budget Select Committee
Thursday 7 March	8.30am	Budget Select Committee
Thursday 7 March	NOON	FS/AG/HR Deadline
Tuesday 12 March	NOON	EXCO and SFC Paper Deadline
Wednesday 13 March	8.30am	Budget Select Committee
Friday 15 March	8.00 am	Senior Admin Meeting
Tuesday 26 March	8.00 am	Pre EXCO Meeting
Wednesday 27 March	9.00 am	EXCO
	3.00 pm	SFC
Thursday 28 March	9.00am	Legislative Assembly
April 2019		
Wednesday 3 April	8.30am	Budget Select Committee
Thursday 4 April	NOON	FS/AG/HR Deadline
Tuesday 9 April	NOON	EXCO and SFC Paper Deadline
Wednesday 17 April	8.30am	Budget Select Committee
Friday 12 April	8.00 am	Senior Admin Meeting
Tuesday 23 April	8.00 am	Pre EXCO Meeting
Wednesday 24 April	9.00 am	EXCO
	3.00 pm	SFC

Thursday 25 April	9.00am	Legislative Assembly
May 2019		
Thursday 18 April	NOON	FS/AG/HR Deadline
Tuesday 23 April	NOON	EXCO and SFC Paper Deadline
Friday 26 April	8.00 am	Senior Admin Meeting
Wednesday 8 May	9.00	EXCO – Budget Papers only
Thursday 16 May	NOON	FS/AG/HR Deadline
Tuesday 21 May	NOON	EXCO and SFC Paper Deadline
Friday 24 May	8.00 am	Senior Admin Meeting
<i>Please note meetings moved to first week of June to avoid Memorial Services</i>		
<i>Pre-C24:19-22May (travel 14-27 May)</i>		
<i>CPA BIMR - Guernsey</i>		
June 2019 (1)		
Monday 3 June	8.00 am	Pre EXCO Meeting
	2.00pm	EXCO (Urgent Only)
Tuesday 4 June	8.00 am	SFC (if required)
	9.00 am	LEGISLATIVE ASSEMBLY (Opening Budget Session)
	2.00 pm	<i>Budget Select Committee (if required)</i>
Wednesday 5 June	8.30am	<i>Budget Select Committee (if required)</i>
Thursday 6 June		<i>Treasury/Attorney General's preparation (if required)</i>
Friday 7 June	9.00am	<i>Mini EXCO (if required)</i>
	9.45am	<i>LEGISLATIVE ASSEMBLY (if required)</i>
June 2019 (2)		
Thursday 6 June	NOON	FS/AG/HR Deadline
Tuesday 11 June	NOON	EXCO and SFC Paper Deadline
Friday 14 June	8.00 am	Senior Admin Meeting
Tuesday 25 June	8.00 am	Pre EXCO Meeting
Wednesday 26 June	9.00 am	EXCO
	3.00 pm	SFC
Thursday 27 June	9.00am	Legislative Assembly
<i>C24- New York, Canada, Washington (2-3weeks)</i>		
<i>Pre JMC</i>		
July 2019		
Thursday 4 July	NOON	FS/AG/HR Deadline
Tuesday 9 July	NOON	EXCO and SFC Paper Deadline
Friday 12 July	8.00 am	Senior Admin Meeting
Tuesday 23 July	8.00 am	Pre EXCO Meeting
Wednesday 24 July	9.00 am	EXCO
	3.00 pm	SFC

Thursday 25 July	9.00am	Legislative Assembly
August 2019 (MLA Recess 12-23 August inclusive- (school holidays 8 Aug – 4 Sept)		
Thursday 8 August	NOON	FS/AG/HR Deadline
Tuesday 13 August	NOON	EXCO and SFC Paper Deadline
Wednesday 16 August	8.00 am	Senior Admin Meeting
Tuesday 27 August	8.00 am	Pre EXCO Meeting
Wednesday 28 August	9.00 am	EXCO
	3.00 pm	SFC
Thursday 29 August	9.00am	Legislative Assembly
September 2019		
Friday 7 September	NOON	FS/AG/HR Deadline
Tuesday 11 September	NOON	EXCO and SFC Paper Deadline
Thursday 14 September	8.00 am	Senior Admin Meeting
Tuesday 25 September	8.00 am	Pre EXCO Meeting
Wednesday 26 September	9.00 am	EXCO
	3.00 pm	SFC
Thursday 27 September	9.00am	Legislative Assembly
<i>Please note: Legislative Assembly maybe inquorate due to: Party Conferences in UK 17 September – 7 October CPA Plenary Uganda 22-29 Sept (travel 17 Sept – 3 October)</i>		
October 2019		
Thursday 10 October	NOON	FS/AG/HR Deadline
Tuesday 15 October	NOON	EXCO and SFC Paper Deadline
Thursday 18 October	8.00 am	Senior Admin Meeting
Tuesday 29 October	8.00 am	Pre EXCO Meeting
Wednesday 30 October	9.00 am	EXCO
	3.00 pm	SFC
Thursday 31 October	9.00am	Legislative Assembly
November 2019		
Thursday 7 November	NOON	FS/AG/HR Deadline
Tuesday 12 November	NOON	EXCO and SFC Paper Deadline
Friday 15 November	8.00 am	Senior Admin Meeting
Tuesday 26 November	8.00 am	Pre EXCO Meeting
Wednesday 27 November	9.00 am	EXCO
	3.00 pm	SFC
Thursday 28 November	9.00am	Legislative Assembly
<i>JMC - London</i>		
December 2019		
Thursday 21 November	NOON	FS/AG/HR Deadline
Tuesday 26 November	NOON	EXCO and SFC Paper Deadline
Friday 29 November	8.00 am	Senior Admin Meeting

Tuesday 10 December	8.00 am	Pre EXCO Meeting
Wednesday 11 December	9.00 am	EXCO
	3.00 pm	SFC
Thursday 12 December	9.00am	Legislative Assembly
<i>Recess: 16 December – 3 January 2020 inclusive</i>		