



# REPORT TO EXECUTIVE

## PORTFOLIO AREA: ALL

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Date of Meeting: 18 January 2010

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Public

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Key Decision: No

Recorded in Forward Plan:

No

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Inside Policy Framework

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Title: DATES AND TIMES OF MEETINGS FOR 2010/11

Report of: ASSISTANT DIRECTOR (GOVERNANCE)

Report reference: GD.02/10

### Summary:

To consider dates and times of meetings for meetings of the City Council, the Executive, Overview and Scrutiny Committees and the regulatory Committees for 2010/11 in order to make a recommendation to the City Council.

### Recommendations:

- (1) The observations of the Executive are requested on the schedule of dates and times for meetings in the 2010/11 Municipal Year for submission to the City Council.
- (2) That the dates and times for meetings of the Executive, which have been chosen by the Leader, be noted.

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Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None

## **1. BACKGROUND INFORMATION AND OPTIONS**

1.1 Attached at Appendix A is a draft schedule of meeting dates for the City Council, the Executive, Overview and Scrutiny Panels and the Regulatory Committees for the 2010/11 Municipal Year.

1.2 The current frequency of meetings is as follows:-

City Council (ordinary meetings)	8 weekly;
Overview and Scrutiny Panels	6 weekly;
Executive (required to meet at least 13 times per year)	4 weekly;
Development Control Committee	6 weekly;
Regulatory Panel	5 weekly.
Licensing Committee	Quarterly

The Audit Committee will meet in June, August, September, November, January and April. Dates have been set.

Meetings of the Standards Committee, Appeals Panel, Employment Panel, Licensing Sub-Committees, and other meetings are held as and when required.

1.3 Dates and times for meetings of the Executive are at the discretion of the Leader and are currently every 4 weeks.

1.4 The Overview and Scrutiny Panels have been scheduled to meet at 10.00am on Thursday mornings, as is current practice. Comments have been raised in the past with regard to disruption caused by arrangements for Executive Briefing meetings/JMT clashing with meetings of the Overview & Scrutiny Panels. The attached Schedule, if approved, would include Executive Briefings clashing with Overview & Scrutiny Panels on 17 June, 15 July, 14 October 2 December 2010, 6 January and 7 April 2011 and it may be on those occasions that the Executive Briefings, and perhaps meetings of the JMT, could be brought forward to the Wednesday afternoon.

1.5 With regard to the Budget process, the Executive meeting scheduled for Monday 22 November 2010 will be an ordinary meeting that will also include consideration of the initial draft Budget reports. The budget reports will be put out to consultation with the Overview and Scrutiny Committees as follows:-  
Community – Thursday 25 November 2010;  
Infrastructure – Thursday 2 December 2010;

Corporate Resources – Tuesday 7 December 2011;

The observations of the Overview and Scrutiny Panels will be considered at a further special Executive meeting on Monday 13 December 2010.

The Executive will then meet on Monday 20 December 2010 to formally agree its draft Budget for further consultation. This will be submitted to the ordinary scheduled meeting of the Corporate Resources Overview and Scrutiny Committee on Thursday 6 January 2011 with observations being considered by the Executive at their meeting on 17 January 2011.

The budget proposal will then go to a Special meeting of the City Council on 1 February 2011. At this stage there has been no other scheduled Special Executive or Council meetings to consider amended budget resolutions, as has happened in previous years.

- 1.6 Members will also be aware that the Statement of Accounts is required to be approved by the City Council before the end of June and provision has been made for a meeting of the Audit Committee to be held on 22 June 2010 and a Special Meeting of the City Council on 29 June 2010.

## **2. CONSULTATION**

### **2.1 Consultation to Date.**

Consultation has taken place with the Leader and the Senior Management Team.

The Joint Scrutiny Chairs Group considered the draft timetable and requested that the Resources Overview and Scrutiny Panel which had been scheduled for 9 December 2010 be moved to Tuesday 7 December 2010.

The Joint Scrutiny Chairs Group also supported the proposal under 1.4 of the report that where Executive Briefings clash with O&S Panels, consideration should be given to changing arrangements for the Executive Briefings listed in the report.

- 2.2 Consultation had taken place with the Licensing Section, Development Services and Corporate Services on the scheduling of meetings. The Assistant Director (Resources) comments on the arrangements for considering and processing the Budget and the views of Development Services on the schedule of Development Control meetings have been incorporated in the schedule of meetings attached.

## 2.3 Consultation proposed.

The views of the Executive and the Leader and Senior Management Team will be reported to the City Council on 2 March 2010.

## 3. RECOMMENDATIONS

- 3.1 The observations of the Executive are requested on the schedule of dates and times for meetings in the 2010/11 Municipal Year for submission to the City Council.
- 3.2 That the dates and times for meetings of the Executive, which have been chosen by the Leader, be noted.

## 4. REASONS FOR RECOMMENDATIONS

- 4.1 In order to recommend to the City Council a schedule of dates and times for meetings covering the 2010/11 Municipal Year as required by Procedure Rule 1.1(ix).

## 5. IMPLICATIONS

- Staffing/Resources – Subject to the Council agreeing a schedule of meetings for Council, Overview and Scrutiny Committees and Regulatory Committees and the Leader arranging a schedule of meetings of the Executive which are broadly comparable with the schedule of meetings for the current Municipal Year, there are no additional staffing/resource requirements arising from this report.
- Financial – The meetings necessary for the Budget process have been scheduled into the Calendar of Meetings.

The Council budget meeting is currently scheduled for 1 February 2011. As this is before 8 February any proposed amendments to the budget proposals on the night would act as a reference back to the Executive and would not be effective on the night.

The Statement of Accounts would need to be approved by the City Council before the end of June 2010 and a special City Council meeting on 29 June 2010 has been built into the schedule.

- Legal – comments are incorporated in the report.
- Corporate – not applicable.
- Risk Management – not applicable.
- Equality and Disability – not applicable.
- Environmental – not applicable.
- Crime and Disorder – not applicable.
- Impact on Customers – the schedule of dates and times of meetings for 2009/10 would be available for all customers on the Council's web site.

M D LAMBERT  
ASSISTANT DIRECTOR (GOVERNANCE)