

# CARLISLE CITY COUNCIL

Report to:- **CITY COUNCIL**

Date of Meeting:- **16 January 2007**

Agenda Item No:-

Public	Operational	Delegated: Yes
--------	-------------	----------------

Accompanying Comments and Statements	Required	Included
Environmental Impact Statement:	No	No
Corporate Management Team Comments:	No	No
Financial Comments:	Yes	Yes
Legal Comments:	Yes	Yes
Personnel Comments:	No	No
Impact on Customers:	Yes	Yes

Title:- **DATES AND TIMES OF MEETINGS 2007/08**

Report of:- **DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES**

Report reference:- **LDS.01/07**

## Summary:-

A report which was submitted to the Executive on 20 November 2006 relating to the dates and times of meetings for 2007/08 is appended to this report for consideration. The Executive recommended the dates and times of meetings to the City Council for approval and noted the dates and times of the Executive, which had been chosen by the Leader.

The Overview and Scrutiny Management Committee on 28 September 2006 had considered and agreed the dates and times for Overview and Scrutiny Committee meetings. The Audit Committee on 22 November 2006 agreed dates for meetings in June and September 2007 and the Chairman has proposed Audit Committee dates for January and April 2008.

The Schedule of meetings, attached as an Appendix, has been amended to reflect the suggestions of the Audit Committee and to incorporate Joint Management Team meeting dates.

**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**

**Recommendation:-**

- (1) That the dates and times for meetings in the 2007/08 Municipal Year be approved as set out in the attached Schedule.
- (2) That the dates and times of meetings of the Executive, which have been chosen by the Leader, be noted.

**Contact Officer:** Elspeth MacKay

**Ext:** 7034

2 January 2006



## PORTFOLIO AREA: ALL

---

Date of Meeting: 20 November 2006

---

Public

---

Key Decision: No

Recorded in Forward Plan:

No

---

Inside Policy Framework

---

**Title:** DATES AND TIMES OF MEETINGS FOR 2007/08  
**Report of:** DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES  
**Report reference:** LDS.75/06

### Summary:

To consider dates and times for meetings of the City Council, the Executive, Overview and Scrutiny Committees and the regulatory Committees for 2007/08 in order to make a recommendation to the City Council.

### Recommendations:

- (1) The observations of the Executive are requested for submission to the City Council on the schedule of dates and times for meetings in the 2007/08 Municipal Year.
- (2) That the dates and times for meetings of the Executive, which have been chosen by the Leader, be noted.

**Contact Officer:** Stephen Halstead

**Ext:** 7557

**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 Committees and the regulatory Committees for the 2007/08 Municipal Year.

1.2 The current frequency of meetings is as follows:-

City Council (ordinary meetings)	8 weekly;
Overview and Scrutiny Management Committee	Quarterly;
Overview and Scrutiny Committees	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

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

The Audit Committee will meet in April, June, September and January and dates have yet to be finalised for inclusion in the calendar of meetings.

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 Committees have been scheduled to meet at 10.00am on Thursday mornings, as is current practice.

1.5 With regard to the Budget process, the Executive meeting scheduled for Monday 19 November 2007 will consider the initial draft Budget reports. These will be put out to consultation with the Overview and Scrutiny Committees as follows:-

Community – Thursday 22 November 2007;

Infrastructure – Thursday 29 November 2007;

Corporate Resources – Thursday 6 December 2007;

These are the ordinary meetings of the Overview and Scrutiny Committees.

The observations of the Overview and Scrutiny Committees will be considered at a further special Executive meeting on Monday 10 December 2007.

The Executive will then meet on Monday 17 December 2007 to propose its draft Budget for further consultation.

This will be submitted to the ordinary meeting of the Corporate Resources Overview and Scrutiny Committee on Thursday 10 January 2008 with observations being considered by the Executive at their meeting on 21 January 2008. The final recommendations of the Executive will be submitted to a special City Council meeting on 5 February 2008.

- 1.6 The Best Value Performance Plan for 2007/08 requires formal approval of the City Council by the end of June 2007. It is intended that the text of the Plan will be submitted to ordinary meetings of the Executive and the Overview and Scrutiny Committees in the last two cycles of 2006/07 with the performance information going to a special meeting of the Executive on 31 May 2007 and referred for consultation at ordinary meetings of the Overview and Scrutiny Committees in June 2007. A special Executive would be held on 25 June 2007 to consider Overview and Scrutiny feedback and a special City Council meeting on 28 June 2007 will consider and formally approve the Plan.

## **2. CONSULTATION**

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

Consultation has taken place with the Leader, SMT and the Overview and Scrutiny Management Committee. The Overview and Scrutiny Management Committee has agreed to the proposed dates and times of meetings.

### **2.2 Consultation proposed.**

No further consultation is proposed. A final decision on the dates and times of meetings for 2007/08 will be taken by the City Council on 16 January 2007.

## **3. STAFFING/RESOURCES COMMENTS**

- 3.1 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.

#### **4. FINANCIAL COMMENTS**

- 4.1 The meetings necessary for the Budget process have been scheduled into the Calendar of Meetings.

The scheduling of the City Council budget meeting itself may need revisiting as it is dependent on receiving relevant financial information from central Government.

The meeting is currently scheduled for 5 February 2008 and any proposed amendments to the budget on the night would act as a reference back to the Executive on those amendments if that date is maintained.

The Statement of Accounts will need to be approved by the City Council before the end of June 2007 and will, therefore, be submitted to the special City Council meeting on 28 June 2007.

#### **5. LEGAL COMMENTS**

- 5.0 These are incorporated in this report.

#### **6. CORPORATE COMMENTS**

- 6.0 The dates and times of meetings for 2007/08 has been considered by SMT and their views are incorporated into the report.

#### **7. RISK MANAGEMENT ASSESSMENT**

- 7.0 Not applicable

#### **8. EQUALITY ISSUES**

- 8.0 Not applicable

#### **9. ENVIRONMENTAL IMPLICATIONS**

- 9.0 Not applicable

#### **10. CRIME AND DISORDER IMPLICATIONS**

- 10.0 Not applicable

## **11. IMPACT ON CUSTOMERS**

- 11.0 Meetings of the City Council, Overview and Scrutiny Committees and Regulatory Committees are generally open for the public to attend to observe the proceedings. Once the dates and times of meetings have been approved, they will be included on the City Council's website for the public to see.

## **12. RECOMMENDATIONS**

- 12.1 The observations of the Executive are requested for submission to the City Council on the schedule of dates and times for meetings in the 2007/08 Municipal Year.
- 12.2 That the dates and times for meetings of the Executive, which have been chosen by the Leader, be noted.

## **13. REASONS FOR RECOMMENDATIONS**

- 13.0 In order to recommend to the City Council a schedule of dates and times for meetings covering the 2007/08 Municipal Year as required by Procedure Rule 1.1(ix).

J M EGAN  
DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES

# May 2007 - June 2007

May 2007							June 2007						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
7	1	2	3	4	5	6	4	5	6	7	1	2	3
14	8	9	10	11	12	13	11	12	13	14	15	16	17
21	15	16	17	18	19	20	18	19	20	21	22	23	24
28	22	23	24	25	26	27	25	26	27	28	29	30	

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
7 May	8	9	10	11	12
					13
14	15	16	17	18	19
					20
21	22	23	24	25	26
11:00 Annual Council			13:00 Joint Management T		27
28	29	30	31	1 June	2
<b>BANK HOLIDAY</b>		10:00 Development Control 14:00 Regulatory Panel 15:00 Licensing Committee	13:00 Executive (Special - I	10:30 Development Control	3
4	5	6	7	8	9
			10:00 Community O+S 13:00 Joint Management T		10



# June 2007 - July 2007

June 2007							July 2007						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
11 June	12	13	14	15	16
13:00 Executive			10:00 Corporate Resources		17
18	19	20	21	22	23
			10:00 Infrastructure O+S 13:00 Joint Management Tr	10:00 Audit Committee	24
25	26	27	28	29	30
13:00 Executive (Special - I			18:45 Council (Special)		1 July
2	3	4	5	6	7
13:00 Executive		14:00 Regulatory Panel	10:00 O+S Management Cc 13:00 Joint Management Tr		8
9	10	11	12	13	14
		10:00 Development Control		10:30 Development Control	15

# July 2007 - August 2007

July 2007						
M	T	W	T	F	S	S
2	3	4	5	6	7	1
9	10	11	12	13	14	8
16	17	18	19	20	21	15
23	24	25	26	27	28	22
30	31					29

August 2007						
M	T	W	T	F	S	S
6	7	1	2	3	4	5
13	14	8	9	10	11	12
20	21	15	16	17	18	19
27	28	22	23	24	25	26
		29	30	31		

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
16 July	17	18	19	20	21
	18:45 COUNCIL		10:00 Community O+S 13:00 Joint Management Tr		
					22
23	24	25	26	27	28
		10:00 Corporate Resources			
					29
30	31	1 August	2	3	4
13:00 Executive			10:00 Infrastructure O+S 13:00 Joint Management Tr		
					5
6	7	8	9	10	11
		14:00 Regulatory Panel			
					12
13	14	15	16	17	18
		10:00 Development Control	13:00 Joint Management Tr	10:30 Development Control	
					19

# August 2007 - September 2007

August 2007						
M	T	W	T	F	S	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2007						
M	T	W	T	F	S	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
20 August	21	22	23	24	25
					26
27	28	29	30	31	1. September
<b>BANK HOLIDAY</b>	13:00 Executive		10:00 Community O+S 13:00 Joint Management Tr		2
3	4	5	6	7	8
			10:00 Corporate Resources		9
10	11	12	13	14	15
18:45 COUNCIL	14:00 Regulatory Panel 15:00 Licensing Committee	10:00 Infrastructure O+S 13:00 Joint Management Tr			16
17	18	19	20	21	22
					23

# September 2007 - October 2007

September 2007							October 2007						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
3	4	5	6	7	8	9	1	2	3	4	5	6	7
10	11	12	13	14	15	16	8	9	10	11	12	13	14
17	18	19	20	21	22	23	15	16	17	18	19	20	21
24	25	26	27	28	29	30	22	23	24	25	26	27	28
							29	30	31				

Monday		Tuesday		Wednesday		Thursday		Friday		Sat/Sun	
24 September		25		26		27		28		29	
13:00	Executive			10:00	Development Control	10:00	Audit Committee 13:00 Joint Management Tr	10:30	Development Control		
1 October		2		3		4		5		6	
						10:00	O+S Management Cr				
8		9		10		11		12		13	
						10:00	Community O+S 13:00 Joint Management Tr				
15		16		17		18		19		20	
				14:00	Regulatory Panel	10:00	Corporate Resources				
22		23		24		25		26		27	
13:00	Executive					10:00	Infrastructure O+S 13:00 Joint Management Tr				
										28	

# November 2007

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
29 October	30	31	1 November	2	3
					4
5	6	7	8	9	10
18:45 COUNCIL	10:00 Development Control	13:00 Joint Management Tr	10:30 Development Control		11
12	13	14	15	16	17
					18
13:00 Executive	20	21	22	23	24
		14:00 Regulatory Panel	10:00 Community O+S 13:00 Joint Management Tr		25
26	27	28	29	30	1 December
			10:00 Infrastructure O+S		2

# December 2007

December 2007							January 2008						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31			
31													

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
3 December	4	5	6	7	8
			10:00 Corporate Resources 13:00 Joint Management Tr		9
10	11	12	13	14	15
13:00 Executive (Special)		10:00 Development Control		10:30 Development Control	
					16
17	18	19	20	21	22
13:00 Executive		14:00 Regulatory Panel	13:00 Joint Management Tr		
					23
24	25	26	27	28	29
	CHRISTMAS DAY	BOXING DAY			
					30
31	1 January 08	2	3	4	5
	NEW YEARS DAY		13:00 Joint Management Tr		
					6

# January 2008 - February 2008

January 2008						
M	T	W	T	F	S	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2008						
M	T	W	T	F	S	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
7 January	8	9	10	11	12
		10:00 Corporate Resources			13
14	15	16	17	18	19
18:45 COUNCIL	10:00 Audit Committee	10:00 Community O+S 13:00 Joint Management Tr			20
21	22	23	24	25	26
13:00 Executive		10:30 Development Control 14:00 Regulatory Panel 15:00 Licensing Committee	10:00 Infrastructure O+S	10:30 Development Control	27
28	29	30	31	1 February	2
			10:00 O+S Management C 13:00 Joint Management Tr		3
4	5	6	7	8	9
18:45 COUNCIL (Special)					10

# February 2008 - March 2008

February 2008							March 2008						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
4	5	6	7	8	9	10	3	4	5	6	7	8	9
11	12	13	14	15	16	17	10	11	12	13	14	15	16
18	19	20	21	22	23	24	17	18	19	20	21	22	23
25	26	27	28	29			24	25	26	27	28	29	30
							31						

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
11 February	12	13	14	15	16
			10:00 13:00 Community O+S Joint Management Tr		17
18	19	20	21	22	23
13:00 Executive			10:00 Corporate Resources		24
25	26	27	28	29	1 March
		14:00 Regulatory Panel	10:00 13:00 Infrastructure O+S Joint Management Tr		2
3	4	5	6	7	8
18:45 COUNCIL	10:00 Development Control		10:30 Development Control		9
10	11	12	13	14	15
			13:00 Joint Management Tr		16



# March 2008 - April 2008

March 2008							April 2008						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
3	4	5	6	7	1	2	7	1	2	3	4	5	6
10	11	12	13	14	8	9	14	8	9	10	11	12	13
17	18	19	20	21	15	16	21	15	16	17	18	19	20
24	25	26	27	28	22	23	28	22	23	24	25	26	27
31					29	30		29	30				

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
17 March	18	19	20	21	22
13:00 Executive				GOOD FRIDAY	
					23
24	25	26	27	28	29
EASTER MONDAY			10:00 Community O+S 13:00 Joint Management Tr		
					30
31	1 April	2	3	4	5
		14:00 Regulatory Panel 15:00 Licensing Committee	10:00 Corporate Resources		
					6
7	8	9	10	11	12
			10:00 Infrastructure O+S 13:00 Joint Management Tr		
					13
14	15	16	17	18	19
10:00 Audit Committee			10:00 O+S Management Cc		
					20

# May 2008

April 2008

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2008

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Monday		Tuesday	Wednesday	Thursday	Friday	Sat/Sun
	21 April	22	23	24	25	26
13:00 Executive		10:00 Development Control	13:00 Joint Management Tr	10:30 Development Control		
						27
	28	29	30	1 May	2	3
	18:45 COUNCIL		Elections			
						4
	5	6	7	8	9	10
						11
	12	13	14	15	16	17
						18
	19	20	21	22	23	24
11:00 11:30 Annual Council						
						25