CARLISLE CITY COUNCIL

Report to:- CITY COUNCIL

Date of Meeting:- 16 January 2007

Public Operational Delegated: Yes

Agenda Item No:-

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

CARLISLE CITY-COUNCIL

REPORT TO EXECUTIVE

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

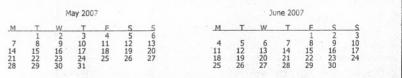
- 12.1 The observations of the Executive are requested for submission to the City Council on the schedule of dates and times for meetings in the 2007/08 Municipal Year.
- 12.2 That the dates and times for meetings of the Executive, which have been chosen by the Leader, be noted.

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

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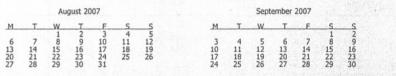
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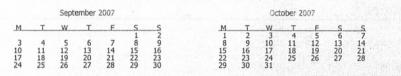
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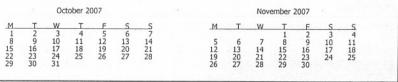
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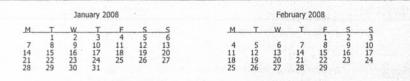
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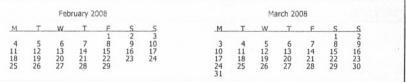
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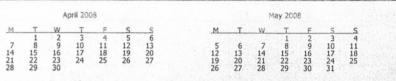
March 2008 -April 2008

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April 2008 -May 2008



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