

Report to Council

**Agenda
Item:**

15 (iii)

Meeting Date: 6 January 2015
Portfolio: Cross Cutting
Key Decision: Not applicable
Within Policy and Budget Framework: No
Public / Private: Public

Title: Dates and Times of Meetings 2015/16
Report of: Director of Governance
Report Number: GD.01/15

Purpose / Summary:

The attached report relating to the dates and times of meetings for 2015/16 was submitted to the Executive on 10 November 2014. The Executive recommended that the Council agree the schedule of dates and times of meetings in the 2015/16 municipal year as set out in the calendar attached as an Appendix. The Executive also noted the dates and times of meetings of the Executive as chosen by the Leader.

Recommendations:

- (1) That the dates and times of meetings in the Municipal Year 2015/16 be approved as set out in the attached Schedule.
- (2) That the dates and times for meetings of the Executive, which have been chosen by the Leader, be noted.

Tracking

Executive:	10 November 2014
Overview and Scrutiny:	November 2014
Council:	6 January 2015

Report to Executive

**Agenda
Item:**

A.13

Meeting Date: 10 November 2014
Portfolio: Cross Cutting
Key Decision: Not applicable
Within Policy and Budget Framework No
Public / Private Public

Title: Dates and Times of Meetings 2015/16
Report of: Director of Governance
Report Number: GD.52/14

Purpose / Summary:

To consider dates and times for meeting of the City Council, Executive, Overview and Scrutiny Panels, Audit Committee and the Regulatory Committees for the 2015/16 municipal year.

Recommendations:

- (1) The observations of the Executive are requested on the schedule of dates and times for meetings in the 2015/16 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.

Tracking

Executive:	10 November 2014
Overview and Scrutiny:	Scrutiny Chairs Group
Council:	6 January 2015

1. BACKGROUND

1.0 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 2015/16 Municipal Year.

1.1 The frequency of meetings is set out in the Constitution in respect of the Executive, Overview and Scrutiny Panels and the Audit Committee. The frequency of meetings of the Council and remaining Committees/Panels have been previously agreed. The current frequencies are 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	5 weekly*;
Regulatory Panel	5 weekly;
Licensing Committee	Quarterly

*As agreed in 2013.

The Audit Committee will meet in July, September, January and April.

Meetings of the Standards Committee, Appeals Panel, Employment Panel, Licensing Sub-Committees, and other meetings are held as and when required and as such are not included in this schedule.

1.2 The Constitution states that the Executive will meet at least 13 times per year. Dates and times for meetings of the Executive are at the discretion of the Leader and are currently every 4 weeks. There is however a gap in the timetable of Executive meetings in May 2016 as a result of the Elections to the City Council and Annual Council meeting.

1.3 With regard to the Budget process, it is proposed that the Executive meeting scheduled for Monday 16 November 2015 will be an ordinary meeting that will also include consideration of the initial draft Budget reports. The budget reports then be circulated for consultation with the Overview and Scrutiny Panels as follows:-
Community – Thursday 19 November 2015;
Environment and Economy – Thursday 26 November 2015;
Resources – Tuesday 1 December 2015;

The observations of the Overview and Scrutiny Panels will then be considered at a further special Executive meeting on Monday 7 December 2015.

It is proposed that the Executive will meet again on Monday 14 December 2015 to formally agree its draft Budget for consultation.

This consultation process will include the proposals being submitted to the scheduled meeting of the Resources Overview and Scrutiny Panel on Thursday 7 January 2016 with their observations and other feedback being considered by the Executive at their meeting on Wednesday 13 January 2016.

The budget proposal will then go to a Special meeting of the City Council on 2 February 2016. 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.

2. CONSULTATION

- 2.1 The Scrutiny Chairs Group had considered the draft timetable and any comments have been fed into the draft calendar.
- 2.2 Consultations had taken place with the Licensing Section, Economic Development and Resources on the scheduling of meetings. The Director of Resources comments on the arrangements for considering and processing the Budget and the views of Economic Development on the schedule of Development Control meetings have been incorporated in the schedule of meetings attached.

3. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 2.1 In accordance with Procedure Rule 1.1 (x) that the dates and times of meetings in the Municipal Year 2015/16 be approved as set out in the attached appendix.
- 2.2 That the dates and times of meetings of the Executive as chosen by the Leader be noted.

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Appendices attached to report: Appendix A – Schedule of dates and times of meetings for 2015/16

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:

- Carlisle City Council's Constitution
- GD.10/14 – Dates and Times of Meetings 2014/15 from Council 6 June 2014.

CORPORATE IMPLICATIONS/RISKS:

Chief Executive's – Not applicable

Economic Development – Not applicable

Governance – comments are incorporated in the report

Local Environment – Not applicable

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.

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

The Council budget meeting is currently scheduled for 2 February 2016. 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.

May 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1 10.00am Development Control Committee	2	3
4 Bank Holiday	5	6	7 City Council and Parish Elections	8	9	10
11	12	13	14	15	16	17
18 11.00am Annual Council	19	20	21	22	23	24
25 Bank Holiday	26	27 2.00pm Regulatory Panel followed by Licensing Committee	28	29	30	31

June 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 4.00pm Executive	2	3 9.45am Development Control Committee 10.00am Development Control Site Visits	4	5 10.00am Development Control Committee	6	7
8	9	10	11 10.00am Community Overview & Scrutiny Panel	12	13	14
15	16	17	18 10.00am Resources Overview & Scrutiny Panel	19	20	21
22	23	24	25 2.00pm Environment and Economy Overview & Scrutiny Panel	26	27	28
29 4.00pm Executive	30					

July 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 2.00pm Regulatory Panel	2 10.00am Scrutiny Chairs Group	3	4	5
6	7	8 10.00am Development Control Site Visits	9 10.00am Audit Committee	10 10.00am Development Control Committee	11	12
13	14 6.45pm Council	15	16	17	18	19
20	21	22	23 10.00am Community Overview & Scrutiny Panel	24	25	26
27 4.00pm Executive	28	29	30 10.00am Environment and Economy Overview & Scrutiny Panel	31		

August 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5 2.00pm Regulatory Panel	6 10.00am Resources Overview & Scrutiny Panel	7	8	9
10	11	12 10.00am Development Control Site Visits	13	14 10.00am Development Control Committee	15	16
17	18	19	20	21	22	23
24 4.00pm Executive	25	26	27	28	29	30
31 Bank Holiday						

September 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3 10.00am Community Overview & Scrutiny Panel	4	5	6
7	8 6.45pm Council	9 2.00pm Regulatory Panel	10 10.00am Resources Overview & Scrutiny Panel	11	12	13
14	15	16 10.00am Development Control Site Visits	17 10.00am Environment and Economy Overview & Scrutiny Panel	18 10.00am Development Control Committee	19	20
21 4.00pm Executive	22	23	24	25 10.00am Audit Committee	26	27
28	29	30				

October 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 2.00pm Regulatory Panel followed by Licensing Committee	15 10.00am Community Overview & Scrutiny Panel	16	17	18
19 4.00pm Executive	20	21 10.00am Development Control Site Visits	22 10.00am Resources Overview & Scrutiny Panel	23 10.00am Development Control Committee	24	25
26	27	28	29 10.00am Environment and Economy Overview & Scrutiny Panel	30	31	

November 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10 6.45pm Council	11	12 10.00am Scrutiny Chairs Group	13	14	15
16 4.00pm Executive	17	18 2.00pm Regulatory Panel	19 10.00am Community Overview & Scrutiny Panel	20	21	22
23	24	25 10.00am Development Control Site Visit	26 10.00am Environment and Economy Overview & Scrutiny Panel	27 10.00am Development Control Committee	28	29
30						

December 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1 10.00am Resources Overview & Scrutiny Panel	2	3	4	5	6
7 4.00pm Special Executive	8	9	10	11	12	13
14 4.00pm Executive	15	16 2.00pm Regulatory Panel	17	18	19	20
21	22	23	24	25 Christmas Day	26	27
28 Bank Holiday	29	30	31			

January 2016

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1 New Years Day	2	3
4	5	6 10.00am Development control Site Visits	7 10.00am Resources Overview & Scrutiny Panel	8 10.00am Development Control Committee	9	10
11	12 6.45pm Council	13 4.00pm Executive	14 10.00am Community Overview & Scrutiny Panel	15	16	17
18 10.00am Audit Com- mittee	19	20 2.00pm Regulatory Panel followed by Licensing Committee	21 10.00am Environ- ment and Economy Overview & Scrutiny Panel	22	23	24
25	26	27	28	29	30	31

February 2016

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2 6.45pm Special Council	3	4 10.00am Scrutiny Chairs Group	5	6	7
8 4.00pm Executive	9	10 10.00am Development Control Site Visits	11	12 10.00am Development Control Committee	13	14
15	16	17	18 10.00am Community Overview & Scrutiny Panel	19	20	21
22	23	24 2.00pm Regulatory Panel	25 10.00am Resources Overview & Scrutiny Pane	26	27	28
29						

March 2016

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3 10.00am Environment and Economy Overview & Scrutiny Panel	4	5	6
7 4.00pm Executive	8 6.45pm Council	9	10	11	12	13
14	15	16 10.00am Development Control Site Visit	17	18 10.00am Development Control Committee	19	20
21	22	23	24	25 Good Friday	26	27
28 Easter Monday	29	30 2.00pm Regulatory Panel	31 10.00am Community Overview & Scrutiny Panel			

April 2016

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4 4.00pm Executive	5	6	7 10.00am Resources Overview & Scrutiny Panel	8	9	10
11	12	13	14 10.00am Environment and Economy Overview & Scrutiny Panel	15	16	17
18	19 10.00am Audit Committee	20 10.00am Development Control Site Visits	21 10.00am Scrutiny Chairs Group	22 10.00am Development Control Committee	23	24
25	26 6.45pm Council	27 2.00pm Regulatory Panel followed by Licensing Committee	28	29	30	

May 2016

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2 Bank Holiday	3	4	5 City Council and Parish Elections	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 11.00am Annual Council	24	25	26	27	28	29
30 Bank Holiday	31					

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 10 NOVEMBER 2014

EX.132/14 DATES AND TIMES OF MEETINGS FOR 2015/16
(Non Key Decision)

Portfolio Cross Cutting

Relevant Overview and Scrutiny Panel Community; Environment and Economy;
and Resources

Subject Matter

The Leader submitted report GD.52/14 concerning proposed dates and times of meetings of the City Council, the Executive, Overview and Scrutiny Panels, the Audit Committee and the Regulatory Committees for the 2015/16 municipal year.

Members' attention was, in particular, drawn to the proposals with regard to the Budget process set out at Section 1.3 of the report.

The Leader then moved that the report go forward to the City Council in January 2015 for approval.

The Deputy Leader, and Environment and Transport Portfolio Holder seconded the recommendation.

Summary of options rejected None

DECISION

1. That the City Council be requested to agree the schedule of dates and times of meetings in the 2015/16 Municipal Year as set out in the calendar attached as an Appendix to Report GD.52/14.
2. That the dates and times for meetings of the Executive, which had been chosen by the Leader, be noted.

Reasons for Decision

In order to recommend to the City Council a schedule of dates and times for meetings covering the 2015/16 Municipal Year as required by Procedure Rule 1.1(ix)