#### CARLISLE CITY COUNCIL

Report to:- COUNCIL

Date of Meeting:- 13 January 2009 Agenda Item No:-

Public Operational/Information Delegated: Yes

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

Title:- DATES AND TIMES OF MEETINGS 2009/10

Report of:- DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES

Report reference:- LDS.05/09

#### Summary:-

The attached report relating to the dates and times of meetings for 2009/10 was submitted to the Executive on 18 December 2008. The Executive recommended that the City Council agree the Schedule of dates and times of meetings in the 2009/10 Municipal Year as set out in the calendar attached as an Appendix to Report LDS.74/08. The Executive also noted the dates and times of meetings of the Executive as chosen by the Leader.

The Schedule of Meetings attached as an Appendix has been amended to include the dates of Joint Meetings between the Executive and Parish Council Representatives in 2009 as agreed at the joint meeting in December 2008.

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 of meetings in the Municipal Year 2009/10 be approved as set out in the attached Schedule.
- (2) That the dates and times of meetings of the Executive as chosen by the Leader be noted.

Contact Officer: lan Dixon Ext: 7033

John Egan Director of Legal and Democratic Services October 2008

LDS.05.09 Dates and Times of Meetings 2009/10

# CARLISLE CITY COUNCIL www.carlisle.gov.uk

### REPORT TO EXECUTIVE

**PORTFOLIO AREA: ALL** 

Date of Meeting: 18 December 2008

**Public** 

Key Decision: No Recorded in Forward Plan: No

**Inside Policy Framework** 

Title: DATES AND TIMES OF MEETINGS FOR 2009/10

Report of: DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES

Report reference: LDS.74/08

#### **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 2009/10 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 2009/10 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.

Contact Officer: Ian Dixon Ext: 7033

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 2009/10 Municipal Year.
- 1.2 The current frequency of meetings is as follows:-

City Council (ordinary meetings) 8 weekly;
Overview and Scrutiny Committees 6 weekly;
Executive (required to meet at least 13 times per year) 4 weekly;
Development Control Committee 6 weekly;

(Provisionally shown on current timetable but it should be noted that the Development Control Committee are currently giving consideration to the possibility of arranging meetings on a 4 weekly cycle)

Regulatory Panel 5 weekly. Licensing Committee Quarterly

The Audit Committee will meet in June, August, September, October/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. In previous years there has been a significant gap in the timetable of Executive meetings between mid April and late May as a result of Elections to the City Council. In May 2009 no elections are scheduled for the City Council and a Special Executive has been inserted in early May 2009 to avoid any delay in the decision making process.
- 1.4 The Overview and Scrutiny Committees 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 Committees. The attached Schedule, if approved, would include Executive Briefings clashing with Overview & Scrutiny Committees on 16 July, 15 October, 3 December 2009, 7 January and 1 April 2010 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 23 November 2009 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 – Tuesday 1 December 2009;

Infrastructure – Thursday 3 December 2009;

Corporate Resources - Thursday 10 December 2009;

The observations of the Overview and Scrutiny Committees will be considered at a further special Executive meeting on Monday 14 December 2009.

The Executive will then meet on Thursday 17 December 2009 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 7 January 2010 with observations being considered by the Executive at their meeting on 18 January 2010.

The budget proposal will then go to a Special meeting of the City Council on 2 February 2010. 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 2009 and a Special Meeting of the City Council on 29 June 2009.

#### 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 noted that the County Council elections had been re arranged for the 4th June so as to tie in with the European Elections and suggested that Scrutiny meetings should not be arranged for the 4<sup>th</sup> June. In that respect the Corporate Resources Overview and

Scrutiny meeting originally scheduled for that day could be moved from 4th June to 9th June to accommodate this.

The Joint Scrutiny Chairs Group also concurred with scheduling of the meeting of the Community Overview and Scrutiny Committee for Tuesday 1st December to enable it to consider the budget reports. They also supported the proposal under 1.3 of the report that where Executive Briefings clash with O&S Committees, consideration should be given to changing arrangements for the Executive Briefings listed in the report.

- 2.2 Consultation had also taken place with the Director of Corporate Services on the scheduling of meetings and the Directors comments on the arrangements for considering and processing the Budget 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 13 January 2009.

#### 3. **RECOMMENDATIONS**

- 3.1 The observations of the Executive are requested on the schedule of dates and times for meetings in the 2009/10 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 2009/10 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.

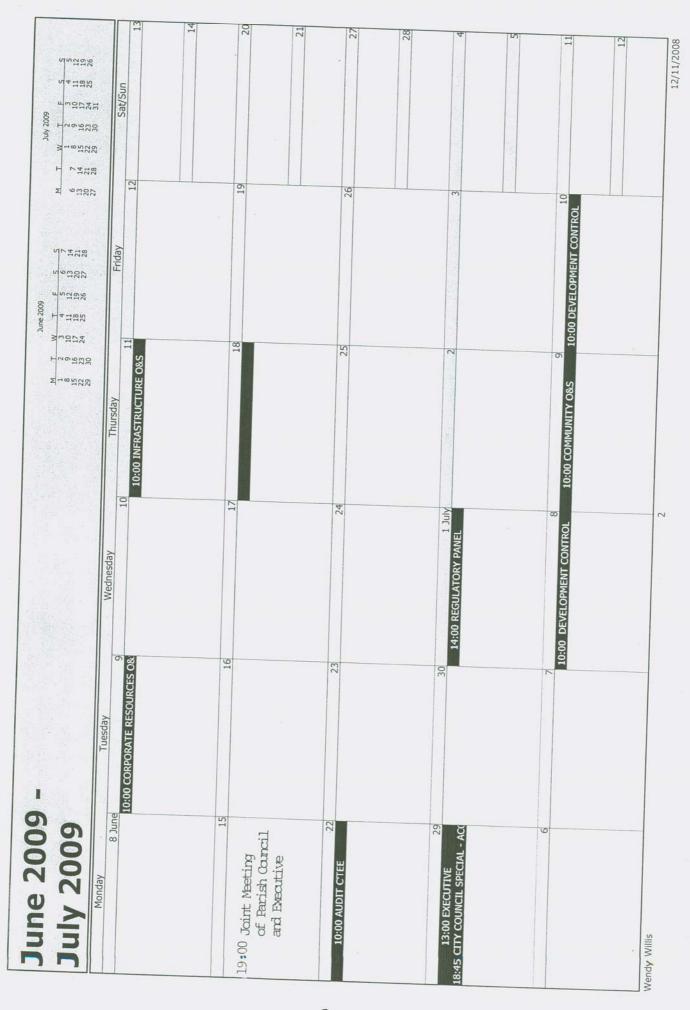
The Council budget meeting is currently scheduled for 2 February 2010. As this is before 8 February any proposed amendments to the budget proposals on the night would act as a reference back to the Executive and would not be effective on the night.

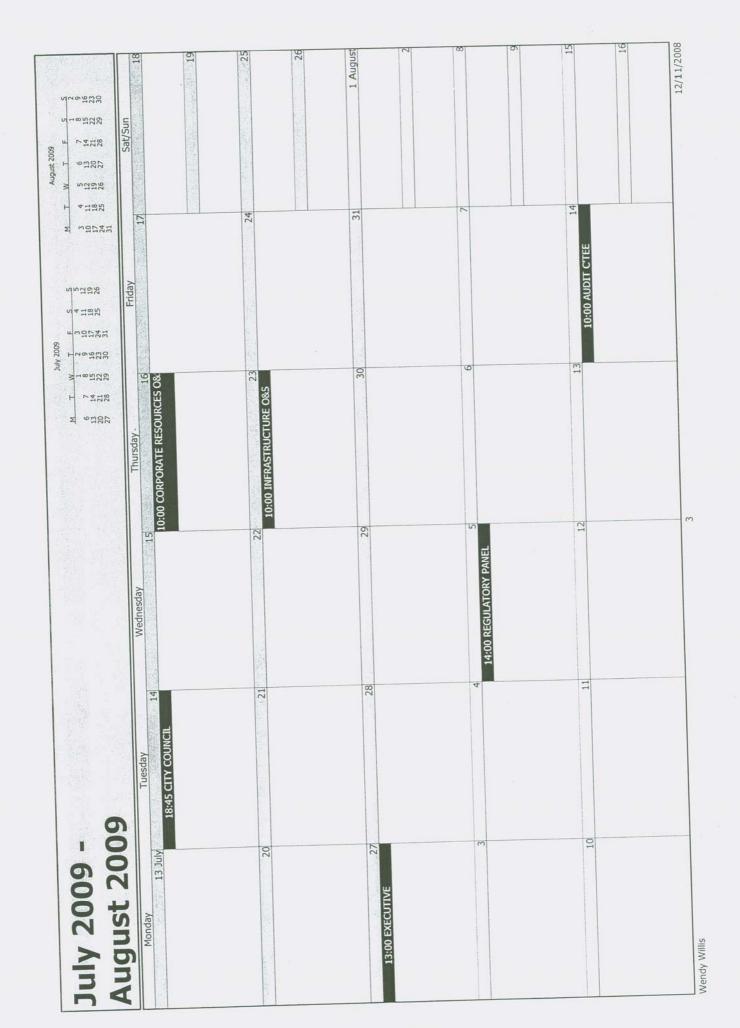
The Statement of Accounts would need to be approved by the City Council before the end of June 2009 and a special City Council meeting on 29 June 2009 has been built into the schedule.

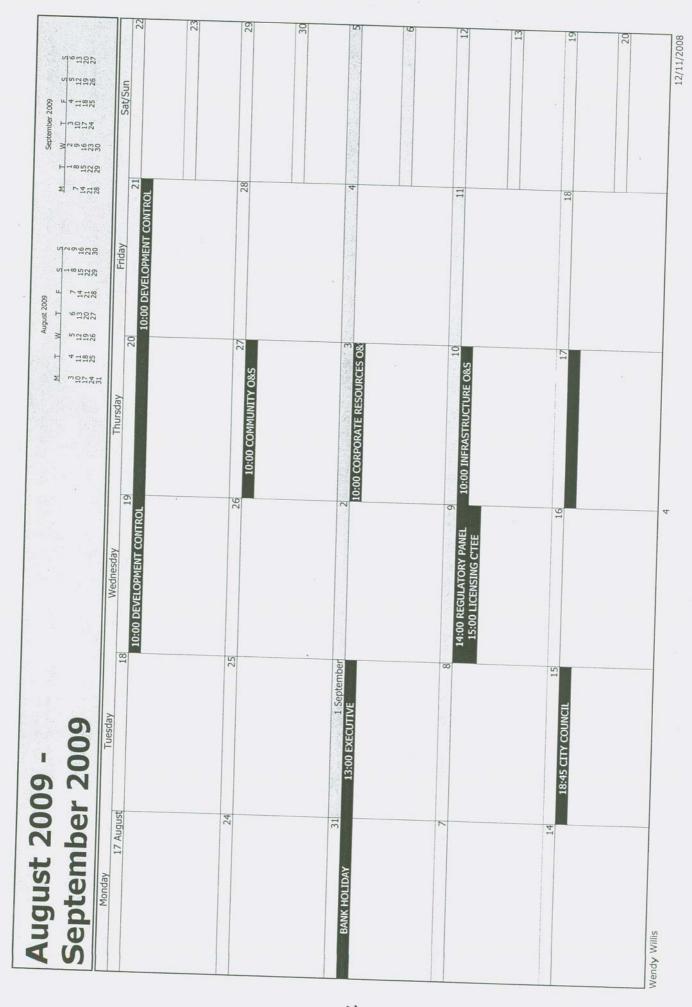
- Legal comments are incorporated in the report.
- Corporate not applicable.
- Risk Management not applicable.
- Equality and Disability not applicable.
- Environmental not applicable.
- Crime and Disorder not applicable.
- Impact on Customers the schedule of dates and times of meetings for 2009/10 would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

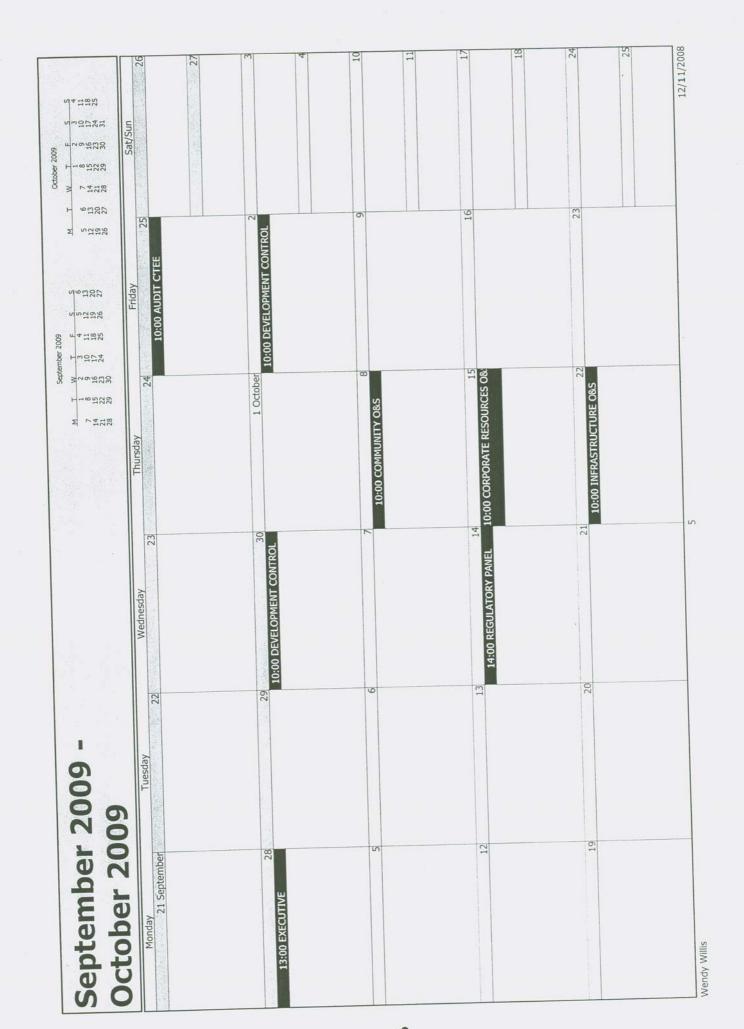
J M EGAN
DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES

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	Wednesday	12	19	26 09:45 DEVELOPMENT CONTROL 10:00 DEVELOPMENT CONTROL 14:00 REGULATORY PANEL	15:00 LICENSING C'TEE	
	Tuesday 13:00 EXECUTIVE	11	18			
May 2009	Monday A.May BANK HOLIDAY	1	11:00-13:00 ANNUAL COUNCIL	BANK HOLIDAY	1 June	Wendy Willis



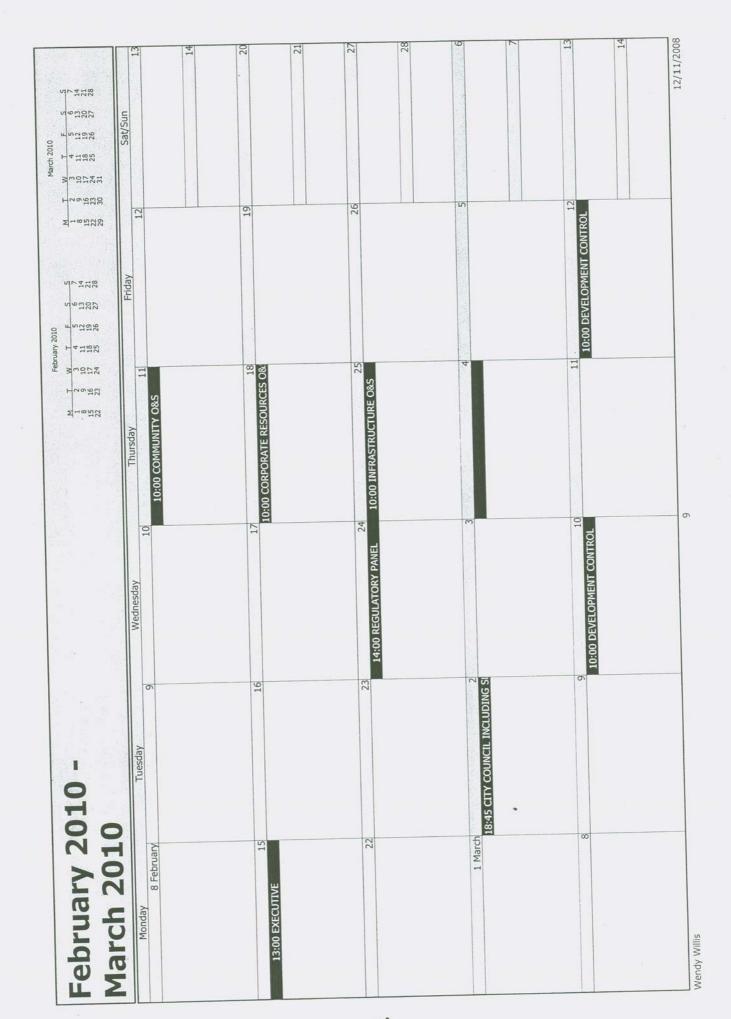


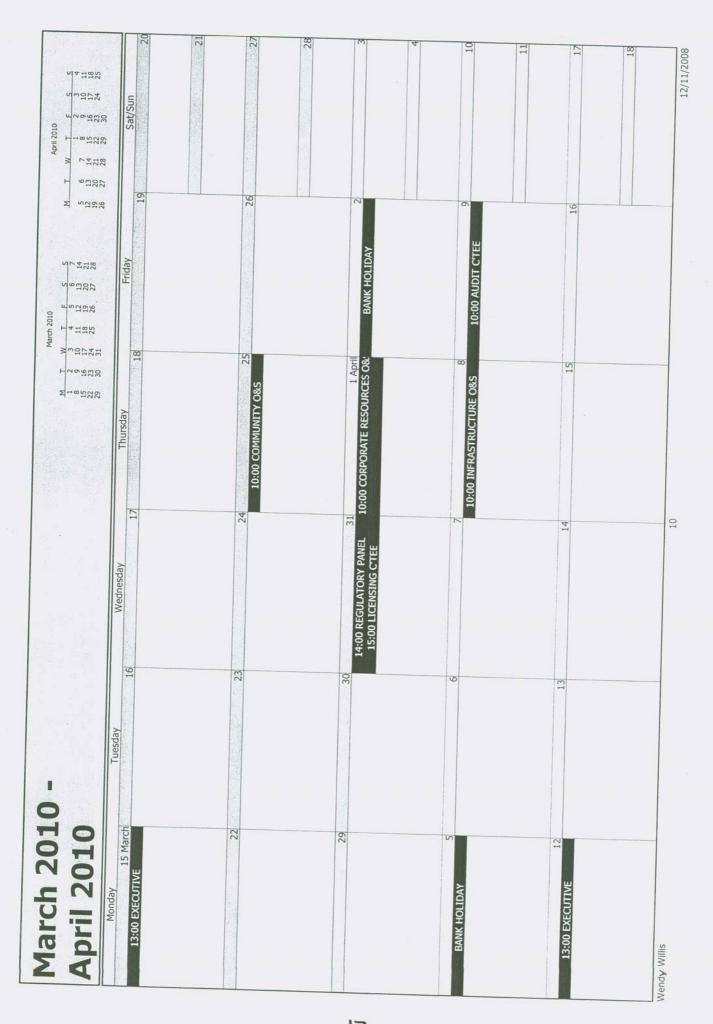


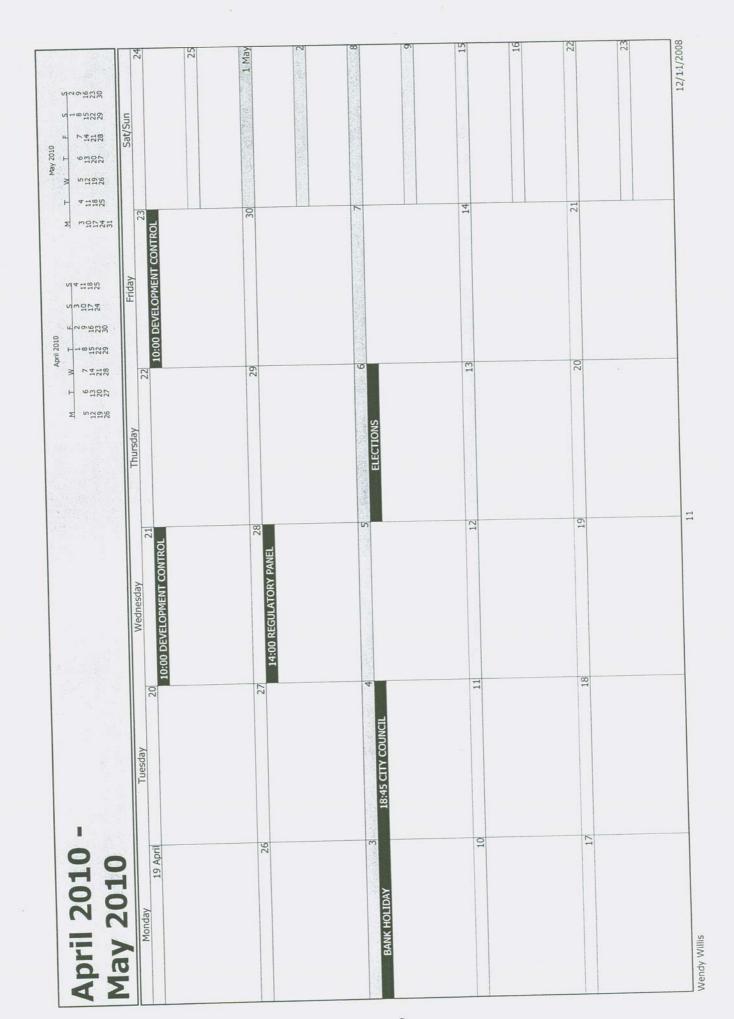


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ovem	Monday 26 October 13:00 EXECUTIVE				13:00 EXECUTIVE TO INCLUDE BUD	Monday

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Janual y 2010	Monday 4 January	1	18:00 EXECUTIVE, INCLUDING AGF	25	1 February	Wend <b>y</b> Willis







## EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 18 DECEMBER 2008

**EX.326/08 SCHEDULE OF MEETINGS 2009/10** 

(Non-Key Decision)

**Portfolio** All Portfolio Holders

#### **Subject Matter**

The Director of Legal and Democratic Services reported (LDS.74/08) on proposed dates and times of meetings of the City Council, the Executive, Overview and Scrutiny Committees and the Regulatory Committees for 2009/10 in order that a recommendation could be made to the City Council. The Director drew Members attention to comments which had been submitted previously with regard to disruption caused by arrangements for Executive Briefing Meetings clashing with meetings of the Overview and Scrutiny Committees with suggestions as to how those clashes could be avoided. The Director also commented on the response from the Joint Scrutiny Chairs Group on the proposals.

#### 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 2009/10 municipal year as set out in the calendar attached as an appendix to Report LDS.74/08.
- 2. That the dates and times of meetings of the Executive chosen by the Leader be noted.

#### **Reasons for Decision**

In order to recommend that the City Council's Schedule of dates and times of Meetings covering the 2009/10 municipal year as required by Procedure Rule 1.1(ix).