

CARLISLE CITY COUNCIL

Report to:- **COUNCIL**

Date of Meeting:- **13 January 2009**

Agenda Item No:-

Public	Operational/Information	Delegated: Yes
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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: Ian Dixon

Ext: 7033

John Egan
Director of Legal and Democratic Services
October 2008



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 4th 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

May 2009

May 2009							June 2009						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
BANK HOLIDAY 4 May	5 13:00 EXECUTIVE	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
11:00-13:00 ANNUAL COUNCIL 18					
25	26	27	28	29	30
BANK HOLIDAY 25	26 09:45 DEVELOPMENT CONTROL 10:00 DEVELOPMENT CONTROL 14:00 REGULATORY PANEL 15:00 LICENSING C'TEE	27 10:00 COMMUNITY O&S 10:00 DEVELOPMENT CONTROL			
1 June	2	3	4	5	6
13:00 EXECUTIVE 1 June			ELECTIONS EUROPEAN/COUNTY CC		
					7

Wendy Willis

12/11/2008

June 2009 - July 2009

June 2009							July 2009						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12
8	9	10	11	12	13	14	13	14	15	16	17	18	19
15	16	17	18	19	20	21	20	21	22	23	24	25	26
22	23	24	25	26	27	28	27	28	29	30	31		
29	30												

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
8 June	9	10	11	12	13
10:00 CORPORATE RESOURCES O&S			10:00 INFRASTRUCTURE O&S		
15	16	17	18	19	20
19:00 Joint Meeting of Parish Council and Executive					
22	23	24	25	26	27
10:00 AUDIT CTEE					
29	30	1 July	2	3	4
13:00 EXECUTIVE 18:45 CITY COUNCIL SPECIAL - ACC		14:00 REGULATORY PANEL			
6	7	8	9	10	11
		10:00 DEVELOPMENT CONTROL	10:00 COMMUNITY O&S	10:00 DEVELOPMENT CONTROL	
					12

Wendy Willis

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12/11/2008

August 2009

July 2009

August 2009 - September 2009

August 2009							September 2009						
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													

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
17 August	18	19	20	21	22
	10:00 DEVELOPMENT CONTROL	10:00 DEVELOPMENT CONTROL	10:00 DEVELOPMENT CONTROL	10:00 DEVELOPMENT CONTROL	
24	25	26	27	28	29
			10:00 COMMUNITY O&S		
31	1 September	2	3	4	5
BANK HOLIDAY	13:00 EXECUTIVE		10:00 CORPORATE RESOURCES O&S		
7	8	9	10	11	12
		14:00 REGULATORY PANEL 15:00 LICENSING CTTEE	10:00 INFRASTRUCTURE O&S		
14	15	16	17	18	19
	18:45 CITY COUNCIL				
					20

Wendy Willis

12/11/2008

September 2009				October 2009			
M	T	W	T	M	T	W	T
		1	2	5	6		9
		2	3	6	7		10
		3	4	7	8		11
		4	5	8	9		12
		5	6	9	10		13
		6	7	10	11		14
		7	8	11	12		15
		8	9	12	13		16
		9	10	13	14		17
		10	11	14	15		18
		11	12	15	16		19
		12	13	16	17		20
		13	14	17	18		21
		14	15	18	19		22
		15	16	19	20		23
		16	17	20	21		24
		17	18	21	22		25
		18	19	22	23		26
		19	20	23	24		27
		20	21	24	25		28
		21	22	25	26		29
		22	23	26	27		30
		23	24	27	28		31
		24	25	28	29		
		25	26	29	30		
		26	27	30	31		
		27	28				
		28	29				
		29	30				
		30	31				
		31					

Wendy Willis

November 2009

October 2009							November 2009						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
26 October 13:00 EXECUTIVE	27	28	29	30 10:00 AUDIT C'TEE	31
2	3	4	5	6	7
9	10 18:45 CITY COUNCIL	11 10:00 DEVELOPMENT CONTROL	12 10:00 DEVELOPMENT CONTROL	13 10:00 DEVELOPMENT CONTROL	14
16	17	18 14:00 REGULATORY PANEL	19	20	21
23 13:00 EXECUTIVE TO INCLUDE BUC	24	25	26	27	28
					29

December 2009

November 2009

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
30 November	1 December				
19:00 Joint Meeting with Parish Council and Executive	10:00 COMMUNITY O&S		10:00 INFRASTRUCTURE O&S		
7	8	9	10	11	12
			10:00 CORPORATE RESOURCES O&S		
					13
14	15	16	17	18	19
13:00 EXECUTIVE INCL BUDGET FE	10:00 DEVELOPMENT CONTROL 14:00 REGULATORY PANEL	10:00 DEVELOPMENT CONTROL 14:00 REGULATORY PANEL	EXECUTIVE SPECIAL, AGREEMENT C	10:00 DEVELOPMENT CONTROL	
					20
21	22	23	24	25	26
				BANK HOLIDAY	
					27
28	29	30	31	1 January 10	2
BANK HOLIDAY				BANK HOLIDAY	
					3

Wendy Willis

12/11/2008

February 2010

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

Wendy Willis

March 2010

FEBRUARY 2010				FEBRUARY 2011			
M	T	W	T	M	T	W	T
1	2	3	4	1	2	3	4
8	9	10	11	8	9	10	11
15	16	17	18	15	16	17	18
22	23	24	25	22	23	24	25
			26	29	30	31	
			27				
			28				
			29				
			30				
			31				

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
8 February	9	10	11	12	13
13:00 EXECUTIVE	15	16	17	18	19
			10:00 CORPORATE RESOURCES O&S		20
					21
					22
	23	24	25	26	27
		14:00 REGULATORY PANEL	10:00 INFRASTRUCTURE O&S		28
					29
1 March	2	3	4	5	6
18:45 CITY COUNCIL INCLUDING SI					7
					8
8	9	10	11	12	13
		10:00 DEVELOPMENT CONTROL		10:00 DEVELOPMENT CONTROL	14
					15

March 2010 - April 2010

March 2010 April 2010

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
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
15 March 13:00 EXECUTIVE	16	17	18	19	20
22	23	24	25 10:00 COMMUNITY O&S	26	27
29	30	31 14:00 REGULATORY PANEL 15:00 LICENSING CTEE	1 April 10:00 CORPORATE RESOURCES O& BANK HOLIDAY	2	3
5 BANK HOLIDAY	6	7	8 10:00 INFRASTRUCTURE O&S	9 10:00 AUDIT CTEE	10
12 13:00 EXECUTIVE	13	14	15	16	17
					18

Wendy Willis

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12/11/2008

April 2010 - May 2010

April 2010							May 2010						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
19 April	20	21	22	23	24
	10:00 DEVELOPMENT CONTROL			10:00 DEVELOPMENT CONTROL	
					25
26	27	28	29	30	1 May
		14:00 REGULATORY PANEL			
					2
3	4	5	6	7	8
BANK HOLIDAY	18:45 CITY COUNCIL		ELECTIONS		
					9
10	11	12	13	14	15
					16
17	18	19	20	21	22
					23

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).