



## OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

### *Committee Report*

**Public**

**Date of Meeting:** 15 December 2005

**Title:** DATES AND TIMES OF MEETINGS FOR 2006/07

**Report of:** Director of Legal and Democratic Services

**Report reference:** LDS.51/05

#### **Summary:**

A report which was submitted to the Executive on 21 November 2005 relating to the dates and times of meetings for 2006/07 is appended to this report for consideration.

#### **Recommendations:**

The observations of the Overview and Scrutiny Management Committee are requested on the dates and times of meetings of the Overview and Scrutiny Committees for submission to the City Council.

**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**

1.0 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 2006/07 Municipal Year.

2.0 The current frequency of meetings is as follows:-

City Council (ordinary meetings)	8 weekly;
Overview and Scrutiny Management Committee	6 weekly;
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.

6.0 Dates and times for meetings of the Executive are at the discretion of the Leader and are currently every 4 weeks.

## **2. CONSULTATION**

2.1 Consultation to Date.

The dates and times for meetings have been circulated to the Leader and relevant Officers for comment.

The Head of Finance has advised that deadlines for approving the Council's Final Accounts and the operation of the Budget process may require special meetings of Executive, Overview and Scrutiny Committees and the City Council. The establishment of a free-standing Audit Committee to deal with corporate governance issues will also need to be re-considered following receipt of relevant legislation.

## 2.2 Consultation proposed.

This report will be circulated to the Overview and Scrutiny Management Committee for consideration. Their views will be reported to the City Council on 17 January 2006.

## 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 Head of Finance has advised that deadlines for approving the Council's Final Accounts and the operation of the Budget process may require special meetings of Executive, Overview and Scrutiny Committees and the City Council. These can be programmed into the Civic Calendar during the course of the forthcoming Municipal Year. The establishment of a free-standing Audit Committee to deal with corporate governance issues will also need to be re-considered following receipt of relevant legislation.
- 4.2 The scheduling of the budget meeting itself may also need revisiting as it is dependent on receiving relevant financial information from central Government. The meeting is currently scheduled for 6 February 2007 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.

## 5. **LEGAL COMMENTS**

- 5.0 These are incorporated in this report.

## 6. **CORPORATE COMMENTS**

- 6.0 None

## **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 Not applicable

## **12. 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 2006/07 Municipal Year.

(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 2006/07 Municipal Year as required by Procedure Rule 1.1(ix).

J M EGAN

DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES

# May 2006 - June 2006

May 2006

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				

June 2006

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
22 May 11:00 11:30 Annual Council	23	24	25	26	27
					28
29 BANK HOLIDAY	30	31 10:00 10:30 Development Control 14:00 14:30 Regulatory Panel 15:00 15:30 Licensing Committee	1 June 14:00 14:30 Overview and Scrutiny	2 10:30 11:00 Development Control	3
					4
5	6	7	8 10:00 10:30 Community O+S	9	10
					11
12 13:00 13:30 Executive	13	14	15 14:00 14:30 Corporate Resources	16	17
					18
19	20	21	22 10:00 10:30 Infrastructure O+S	23	24
					25

# July 2006

June 2006

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		

July 2006

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
31						

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

# August 2006

July 2006							August 2006						
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
31 July	1 August	2	3	4	5
13:00 13:30 Executive			10:00 10:30 Infrastructure O+S		
					6
7	8	9	10	11	12
	14:00 14:30 Regulatory Panel				
					13
14	15	16	17	18	19
	10:00 10:30 Development Control	14:00 14:30 Overview and Scrutiny	10:30 11:00 Development Control		
					20
21	22	23	24	25	26
					27
28	29	30	31	1 September	2
BANK HOLIDAY	13:00 13:30 Executive		10:00 10:30 Community O+S		
					3

# September 2006 - October 2006

September 2006							October 2006						
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
4 September	5	6	7	8	9
			14:00 14:30 Corporate Resources		10
11	12	13	14	15	16
	18:45 19:15 COUNCIL	14:00 14:30 Regulatory Panel 15:00 15:30 Licensing Committee	10:00 10:30 Infrastructure O+S		17
18	19	20	21	22	23
					24
25	26	27	28	29	30
13:00 13:30 Executive		10:00 10:30 Development Control	14:00 14:30 Overview and Scrutiny	10:30 11:00 Development Control	1 October
2	3	4	5	6	7
					8



# October 2006 - November 2006

October 2006							November 2006						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

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

# November 2006 - December 2006

November 2006							December 2006						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

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

# December 2006 - January 2007

December 2006						
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

January 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				

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
18 December	19	20	21	22	23
13:00 13:30 Executive	14:00 14:30 Overview and Scrutiny	14:00 14:30 Regulatory Panel 15:00 15:30 Licensing Committee			
					24
25	26	27	28	29	30
Christmas Day	Boxing Day				
					31
1 January 07	2	3	4	5	6
New Years Day					
					7
8	9	10	11	12	13
			10:00 10:30 Community O+S		
					14
15	16	17	18	19	20
	18:45 19:15 COUNCIL		14:00 14:30 Corporate Resources		
					21

# January 2007 - February 2007

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

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

# March 2007

February 2007						
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				

March 2007						
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	31	

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

# April 2007

April 2007

M	T	W	T	F	S	S
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 2007

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			

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
2 April	3	4 14:00 14:30 Regulatory Panel 15:00 15:30 Licensing Committee	5	6 <b>GOOD FRIDAY</b>	7
9 <b>EASTER MONDAY</b>	10	11	12 14:00 14:30 Corporate Resources	13	14
16	17	18	19 10:00 10:30 Infrastructure O+S	20	21
23 13:00 13:30 Executive	24	25 10:00 10:30 Development Control	26 14:00 14:30 Overview and Scrutiny	27 10:30 11:00 Development Control	28
30	1 May 18:45 19:15 COUNCIL	2	3 <b>City Council Elections</b>	4	5
					6

# May 2007 - June 2007

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

June 2007						
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	30	

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
7 May BANK HOLIDAY	8	9	10	11	12
					13
14	15	16	17	18	19
					20
21 11:00 11:30 Annual Council	22	23	24	25	26
					27
28	29	30	31	1 June	2
					3
4	5	6	7	8	9
					10