



OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

Date of Meeting: 4 October 2007

Public

Title: DATES AND TIMES OF MEETINGS FOR 2008/09

Report of: Director of Legal and Democratic Services

Report Reference: LDS.81/07

Summary:

To seek the observations of the Overview and Scrutiny Management Committee on the dates and times of meetings of the Overview and Scrutiny Committees for 2008/09 for submission to the Executive and the City Council.

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 Executive and the City Council.

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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 2008/09 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

The Audit Committee will meet in June, September, 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.

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 17 November 2008 will consider the initial draft Budget reports. These will be put out to consultation with the Overview and Scrutiny Committees as follows:-

Community – Thursday 20 November 2008;

Infrastructure – Thursday 27 November 2008;

Corporate Resources – Thursday 4 December 2008;

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 8 December 2008.

The Executive will then meet on Monday 15 December 2008 to formally agree its draft Budget for further consultation. This will be submitted to the ordinary meeting of the Corporate Resources Overview and Scrutiny Committee on Thursday 8 January 2009 with observations being considered by the Executive at their meeting on 19 January 2009.

The budget proposal will then go to a Special meeting of the City Council on 3 February 2009.

- 1.6 The Best Value Performance Plan process may be changed. Until formal advice is received from the Government, dates have been scheduled in line with the current arrangement with a Special Executive on 23 June 2008 and a Special Council on 26 June 2008 to ensure formal approval by the end of June 2008. If these are not required they can be deleted.
- 1.7 The Statement of Accounts also needs to be approved by the City Council by the end of June and could also be submitted to the Special City Council meeting on 26 June 2008.

2. CONSULTATION

2.1 Consultation to Date.

Consultation has taken place with the Leader and the Senior Management Team.

2.2 Consultation proposed.

A report will be submitted to the Executive on 19 November 2007 and the views of this Committee and the Executive will be reported to the City Council on 15 January 2008.

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 Council budget meeting is currently scheduled for 3 February 2009. 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 2008 and will, therefore, be submitted to the special City Council meeting on 26 June 2008.

5. LEGAL COMMENTS

These are incorporated in this report.

6 RECOMMENDATIONS

- 6.1 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 Executive and the City Council.

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DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES

May 2008 - June 2008

May 2008							June 2008						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
5	6	7	1	2	3	4	2	3	4	5	6	7	1
12	13	14	8	9	10	11	9	10	11	12	13	14	8
19	20	21	15	16	17	18	16	17	18	19	20	21	22
26	27	28	22	23	24	25	23	24	25	26	27	28	29
			29	30	31		30						

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
5 May BANK HOLIDAY	6	7	8	9	10
					11
12	13	14	15	16	17
					18
19 11:00 11:30 Annual Council	20	21 13:00 JMT	22	23	24
					25
26 BANK HOLIDAY	27 09:45 Development Control 10:00 Development Control 14:00 Regulatory Panel 15:00 Licensing Committee	28	29 10:30 Development Control	30	31
					1 June
2 13:00 Executive	3	4	5 10:00 Community Overview 13:00 JMT	6	7
					8

June 2008 - July 2008

June 2008							July 2008						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
9 June	10	11	12	13	14
			10:00 Corporate Resources		15
16	17	18	19	20	21
		10:00 Audit Committee	10:00 Infrastructure Overvi 13:00 JMT		22
23	24	25	26	27	28
13:00 Executive (Special)			18:45 CITY COUNCIL (Spec		29
30	1 July	2	3	4	5
13:00 Executive		14:00 Regulatory Panel	10:00 O&S Management Cc 13:00 JMT		6
7	8	9	10	11	12
		10:00 Development Control		10:30 Development Control	13

July 2008 - August 2008

July 2008							August 2008						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	31

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

August 2008 - September 2008

August 2008

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	31

September 2008

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
18 August	19	20	21	22	23
		10:00 Development Control		10:30 Development Control	
					24
25	26	27	28	29	30
BANK HOLIDAY	13:00 Executive		10:00 Community Overview 13:00 JMT		
					31
1 September	2	3	4	5	6
			10:00 Corporate Resources		
					7
8	9	10	11	12	13
	18:45 CITY COUNCIL	14:00 Regulatory Panel 15:00 Licensing Committee	10:00 Infrastructure Overvi 13:00 JMT		
					14
15	16	17	18	19	20
					21

September 2008 - October 2008

September 2008							October 2008						
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	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

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

November 2008

October 2008						
M	T	W	T	F	S	S
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		

November 2008						
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

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

December 2008

December 2008

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 2009

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
1 December	2	3	4	5	6
			10:00 Corporate Resources 13:00 JMT		7
8	9	10	11	12	13
13:00 Executive (Special) -					14
15	16	17	18	19	20
13:00 Executive		10:00 Development Control 14:00 Regulatory Panel	13:00 JMT	10:30 Development Control	21
22	23	24	25	26	27
			CHRISTMAS DAY	BOXING DAY	28
29	30	31	1 January 09	2	3
			NEW YEAR'S DAY		4

January 2009 - February 2009

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
5 January	6	7	8	9	10
		10:00 13:00	Corporate Resources JMT		11
12	13	14	15	16	17
18:45	CITY COUNCIL	10:00 Audit Committee	10:00 Community Overview		18
19	20	21	22	23	24
13:00 Executive		14:00 15:00 Regulatory Panel Licensing Committee	10:00 13:00 Infrastructure O&S C JMT		25
26	27	28	29	30	31
		10:00 Development Control	10:00 O&S Management Cc	10:30 Development Control	1 February
2	3	4	5	6	7
18:45	CITY COUNCIL (SPE		13:00 JMT		8

February 2009 - March 2009

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

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
9 February	10	11	12	13	14
			10:00 Community Overview		15
13:00 Executive	16	17	18	19	20
			10:00 Corporate Resources 13:00 JMT		21
					22
23	24	25	26	27	28
		14:00 Regulatory Panel	10:00 Infrastructure Overvi		
					1 March
2	3	4	5	6	7
18:45 CITY COUNCIL			13:00 JMT		
					8
9	10	11	12	13	14
		10:00 Development Control		10:30 Development Control	
					15

March 2009 - April 2009

March 2009							April 2009						
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
16 March	17	18	19	20	21
13:00 Executive			13:00 JMT		
					22
23	24	25	26	27	28
			10:00 Community Overview		
					29
30	31	1 April	2	3	4
		14:00 Regulatory Panel 15:00 Licensing Committee	10:00 Corporate Resources 13:00 JMT		
					5
6	7	8	9	10	11
		10:00 Audit Committee	10:00 Infrastructure Overvi	GOOD FRIDAY	
					12
13	14	15	16	17	18
EASTER MONDAY	13:00 Executive		13:00 JMT		
					19

April 2009 - May 2009

April 2009							May 2009						
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
20 April	21	22	23	24	25
		10:00 Development Control	10:00 O&S Management Cc	10:30 Development Control	
					26
27	28	29	30	1 May	2
	18:45 CITY COUNCIL		13:00 JMT		
					3
4	5	6	7	8	9
BANK HOLIDAY			ELECTIONS		
					10
11	12	13	14	15	16
					17
18	19	20	21	22	23
11:00 ANNUAL COUNCIL					
					24

May 2009 - June 2009

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
25 May	26	27	28	29	30
BANK HOLIDAY					31
1 June	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