

## 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.

Contact Officer: Elspeth MacKay Ext: 7034

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

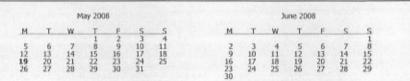
These are incorporated in this report.

#### 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.

J M EGAN
DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES

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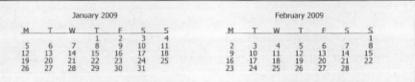
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## January 2009 -February 2009



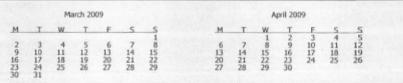
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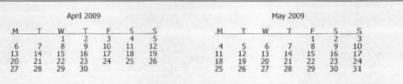
March 2009 -April 2009



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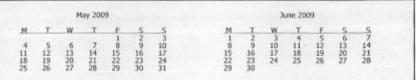
April 2009 -May 2009



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## May 2009 -June 2009



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