

Report to:

COUNCIL

Agenda
Item

Meeting Date: 8 January 2013

Portfolio: All

Key Decision: Not applicable

Within Policy and Budget Framework: ~~Yes~~/No

Public/Private*: Public

Title: **DATES AND TIMES OF MEETINGS 2013/14**

Report Number: GD.05/13

Report of: Director of Governance

PURPOSE/SUMMARY:

The attached report relating to the dates and times of meetings for 2013/14 was submitted to the Executive on 19 November 2012. The Executive recommended that the City Council agree the Schedule of dates and times of meetings in the 2013/14 Municipal Year as set out in the calendar attached as an Appendix. The Executive also noted the dates and times of meetings of the Executive as chosen by the Leader

RECOMMENDATIONS:

(1) That the dates and times of meetings in the Municipal Year 2013/14 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.

TRACKING:

Executive:	19 November 2012
Overview and Scrutiny:	1 November 2012
Council:	8 January 2013

Report to:

EXECUTIVE

Agenda
Item

Meeting Date: 19 November 2012

Portfolio: All

Key Decision: Not applicable

Within Policy and Budget Framework: ~~Yes~~/No

Public/Private*: Public

Title: **DATES AND TIMES OF MEETINGS 2013/14**

Report Number: GD.59/12

Report of: Director of Governance

PURPOSE/SUMMARY:

To consider dates and times for meetings of the City Council, the Executive, Overview and Scrutiny Panels and the regulatory Committees for 2013/14 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 2013/14 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.

TRACKING:

Executive:	19 November 2012
Overview and Scrutiny:	1 November 2012
Council:	8 January 2013

1. BACKGROUND

1.1 Attached at Appendix A is a draft schedule of meeting dates for the City Council, the Executive, Overview and Scrutiny Panels and the Regulatory Committees for the 2013/14 Municipal Year.

1.2 The current frequency of meetings is as follows:-

City Council (ordinary meetings)	8 weekly;
Overview and Scrutiny Panels	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 July, September, January and April.

Meetings of the Standards Committee, Appeals Panel, Employment Panel, Licensing Sub-Committees, and other meetings are held as and when required and as such are not included in this schedule.

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 With regard to the Budget process, it is proposed that the Executive meeting scheduled for Monday 4 November 2013 will be an ordinary meeting that will also include consideration of the initial draft Budget reports. The budget reports then be circulated for consultation with the Overview and Scrutiny Panels as follows:-
Community – Thursday 14 November 2013;
Environment and Economy – Thursday 21 November 2013;
Resources – Tuesday 26 November 2013;

The observations of the Overview and Scrutiny Panels will then be considered at a further special Executive meeting on Monday 2 December 2013.

The Executive will then meet on Monday 9 December 2013 to formally agree its draft Budget for further consultation. This will be submitted to the ordinary scheduled meeting of the Resources Overview and Scrutiny Panel on Thursday 9 January 2014 with observations being considered by the Executive at their meeting on 13 January 2014.

The budget proposal will then go to a Special meeting of the City Council on 4 February 2014. 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.

2. CONSULTATION

- 2.1 The Joint Scrutiny Chairs Group had considered the draft timetable and any comments had been fed into the draft calendar.
- 2.2 Consultations had taken place with the Licensing Section, Economic Development and Resources on the scheduling of meetings. The Director of Resources comments on the arrangements for considering and processing the Budget and the views of Economic Development on the schedule of Development Control meetings have been incorporated in the schedule of meetings attached.

3. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 3.1 The observations of the Executive are requested on the schedule of dates and times for meetings in the 2012/13 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.
- 3.3 In order to recommend to the City Council a schedule of dates and times for meetings covering the 2012/13 Municipal Year as required by Procedure Rule 1.1(ix).

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Appendices attached to report: Draft Calendar of meetings

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:

- Carlisle City Council's Constitution

CORPORATE IMPLICATIONS/RISKS:

Chief Executive –not applicable

Community Engagement – not applicable

Economic Development – not applicable

Governance - comments are incorporated in the report.

Local Environment – not applicable

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.

The meetings necessary for the Budget process have been scheduled into the Calendar of Meetings.

The Council budget meeting is currently scheduled for 4 February 2014. 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

May 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2 Cumbria County Council Elections	3	4	5
6 Bank Holiday	7 4.00pm Executive	8	9	10	11	12
13 11.00am Annual Council	14	15	16	17	18	19
20	21	22 2.00pm Regulatory Panel 3.00pm Licensing Committee	23	24 4.00pm Executive	25	26
27 Bank Holiday	28	29 9.45am Development Control Committee 10.00am Development Control Site Visits	30 10.00am Community Overview and Scrutiny Panel	31 10.00am Development Control Committee		

June 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6 10.00am Resources Overview and Scrutiny Panel	7	8	9
10	11	12	13 10.00am Environment and Economy Overview and Scrutiny Panel	14	15	16
17 4.00pm Executive	18	19	20	21	22	23
24	25	26 2.00pm Regulatory Panel	27	28	29	30

July 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4 10.00am Scrutiny Chairs Group	5	6	7
8	9 6.45pm Council	10 10.00am Development Control Site Visits	11 10.00am Community Overview and Scrutiny Panel	12 10.00am Development Control Committee	13	14
15 4.00pm Executive	16	17	18 10.00am Resources Overview and Scrutiny Panel	19	20	21
22 10.00am Audit Committee	23	24	25 10.00am Environment & Economy Overview and Scrutiny Panel	26	27	28
29	30	31 2.00pm Regulatory Panel				

August 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12 4.00pm Executive	13	14	15	16	17	18
19	20	21 10.00am Development Control Site Visits	22 10.00am Resources Overview and Scrutiny Panel	23 10.00am Development Control Committee	24	25
26 Bank Holiday	27	28	29 10.00am Community Overview and Scrutiny Panel	30	31	

September 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4 2.00pm Regulatory Panel	5 10.00am Environment & Economy Overview and Scrutiny Panel	6	7	8
9 4.00pm Executive	10	11	12	13	14	15
16	17 6.45pm Council	18	19	20	21	22
23	24	25	26	27 10.00am Audit Committee	28	29
30						

October 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2 10.00am Development Control Site Visits	3 10.00am Community Overview and Scrutiny Panel	4 10.00am Development Control Committee	5	6
7 4.00pm Executive	8	9 2.00pm Regulatory Panel 3.00pm Licensing Committee	10 10.00am Resources Overview and Scrutiny Panel	11	12	13
14	15	16	17 10.00am Environment & Economy Overview and Scrutiny Panel	18	19	20
21	22	23	24	25	26	27
28	29 6.45pm Council	30	31			

November 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4 4.00pm Executive	5	6	7 10.00am Scrutiny Chairs Group	8	9	10
11	12	13 10.00am Development Control Site Visits 2.00pm Regulatory Panel	14 10.00am Community Overview and Scrutiny Panel	15 10.00am Development Control Committee	16	17
18	19	20	21 10.00am Environment & Economy Overview and Scrutiny Panel	22	23	24
25	26 10.00am Resources Overview and Scrutiny Panel	27	28	29	30	

December 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2 4.00pm Special Executive	3	4	5	6	7	8
9 4.00pm Executive	10	11	12	13	14	15
16	17	18 10.00am Development Control Site Visits 2.00pm Regulatory Panel	19	20 10.00am Development Control Committee	21	22
23	24	25 Bank Holiday	26 Bank Holiday	27	28	29
30	31					

January 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 Bank Holiday	2	3	4	5
6	7 6.45pm Council	8	9 10.00am Resources Overview and Scrutiny Panel	10	11	12
13 4.00pm Executive	14	15	16 10.00am Community Overview and Scrutiny Panel	17 10.00am Audit Committee	18	19
20	21	22 2.00pm Regulatory Panel 3.00pm Licensing Committee	23 10.00am Environment & Economy Overview and Scrutiny Panel	24	25	26
27	28	29 10.00am Development Control Site Visits	30	31 10.00am Development Control Committee		

February 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4 6.45pm Special Council	5	6 10.00am Scrutiny Chairs Group	7	8	9
10 4.00pm Executive	11	12	13 10.00am Community Overview and Scrutiny Panel	14	15	16
17	18	19	20 10.00am Resources Overview and Scrutiny Panel	21	22	23
24	25	26 2.00pm Regulatory Panel	27 10.00am Environment & Economy Overview and Scrutiny Panel	28		

March 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4 6.45pm Council	5 10.00am Development Control Site Visits	6	7 10.00am Development Control Committee	8	9
10 4.00pm Executive	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27 10.00am Community Overview and Scrutiny Panel	28	29	30
31						

April 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2 2.00pm Regulatory Panel 3.00pm Licensing Committee	3 10.00am Resources Overview and Scrutiny Panel	4	5	6
7 4.00pm Executive	8	9 10.00am Development Control Site Visits	10 10.00am Environment & Economy Overview and Scrutiny Panel	11 10.00am Development Control Committee	12	13
14 10.00am Audit Committee	15	16	17 10.00am Scrutiny Chairs Group	18	19	20
21 Bank Holiday	22	23	24	25	26	27
28	29 6.45pm Council	30				

May 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1 City Council Elections	2	3	4
5 Bank Holiday	6	7	8	9	10	11
12	13	14	15	16	17	18
19 11.00am Annual Council	20	21	22	23	24	25
26	27	28	29	30	31	