
**EXCERPT FROM THE MINUTES OF THE
EXECUTIVE
HELD ON 28 JANUARY 2002**

EX.016/02 DATES AND TIMES OF MEETINGS FOR 2002/03 (Non-Key Decision)

Portfolio All

Subject Matter

To consider a report from the City Solicitor and Secretary (TC.13/02) containing, for consideration, suggested dates and times for meetings of the City Council, the Executive, Overview and Scrutiny Committees and the Regulatory Committees for 2002/03.

Summary of options rejected

None

DECISION

1. That the schedule of dates and times for meetings of the City Council, Overview and Scrutiny Management Committee, the three Overview and Scrutiny Committees, the Development Control Committee and the Licensing and Regulatory Panel during the 2002/03 Municipal Year as detailed in Appendix A to report TC.13/02 be recommended to the City Council for approval.
2. That the dates for the meetings of the Executive which have been chosen by the Leader, subject to the Executive scheduled for 21 October 2002 being re-scheduled for 28 October 2002, be noted and the City Council be recommended to agree a change to paragraph 1.6 of the Executive Procedure Rules in the Constitution to provide for meetings of the Executive to be held at least 13 times a year rather than 15 times a year as at present. It is further noted that the Leader will report to the City Council on the starting times for Executive meetings.
3. That the report be referred to the Overview and Scrutiny Management Committee for consultation purposes.

Reasons for Decision

In order to make a recommendation to the City Council in respect of the dates and times for meetings during the 2002/03 Municipal Year.



PORTFOLIO AREA: ALL

Date of Meeting: 28 January 2002

Public

Key Decision: No

Recorded in Forward Plan: No

Inside Policy Framework

Title: DATES AND TIMES OF MEETINGS FOR 2002/03
Report of: CITY SOLICITOR AND SECRETARY
Report reference: TC.13/02

Summary:

To consider dates and times for meetings of the City Council, the Executive, Overview and Scrutiny Committees and the regulatory Committees for 2002/03 in order to make a recommendation to the City Council.

Recommendations:

- (1) That the schedule of dates and times for meetings of the City Council, Overview and Scrutiny Management Committee, the three Overview and Scrutiny Committees, the Development Control Committee and the Licensing and Regulatory Panel during the 2002/03 Municipal Year, as detailed in Appendix A, be recommended to the City Council for approval.
- (2) That the dates for meetings of the Executive, which have been chosen by the Leader, be noted and the City Council be recommended to agree a change to Paragraph 1.6 of the Executive Procedure Rules in the Constitution to provide for meetings of the Executive to be held at least 13 times a year rather than 15 times a year as at present. The Leader will report further regarding times for Executive meetings in the 2002/03 Municipal Year.

Contact Officer: Stephen Halstead

Ext: 7035

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 2002/03 Municipal Year.

1.1 The current frequency of meetings is as follows:-

City Council (ordinary meetings)	8 weekly;
Overview and Scrutiny Management Committee	4 weekly;
Overview and Scrutiny Committees	6 weekly;
Executive (required to meet at least 15 times per year)	3 weekly;
Development Control Committee	6 weekly;
Licensing and Regulatory Panel	4 weekly.

Meetings of the Standards Committee, Appeals Panel, Employment Panel and other meetings are held as and when required.

1.2 Dates and times for meetings of the Executive are at the discretion of the Leader. He has advised that, after taking into account the views of Members and Officers involved in servicing the new structure, he wishes the frequency of Executive meetings to move to a meeting every 4 weeks rather than every 3 weeks. This would require a change in Paragraph 1.6 of the Executive Procedure Rules in the Constitution to provide for the Executive to meet at least 13 times a year rather than 15 as at present.

2. CONSULTATION

2.1 Consultation to Date.

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

2.2 Consultation proposed.

It is proposed that this report be referred to the Overview and Scrutiny Management Committee so that any comments from the Overview and Scrutiny side can be reported to the City Council on 5 March 2002.

3. STAFFING/RESOURCES COMMENTS

3.0 None

4. CITY TREASURER'S COMMENTS

4.0 The City Treasurer has commented on the schedule of meetings with particular regard to the Budget process:-

The City Treasurer has requested the Executive meet on Thursday 19 December 2002 to take account of any late release of data from the DTLR on issues affecting the Budget.

He has also suggested that the Executive meet on Monday 27 January 2003 to consider consultation responses to the draft Budget in order that the final recommendations of the Executive can be agreed for forwarding to the City Council. He has further suggested that a special meeting of the City Council be scheduled for Thursday 6 February 2003 to debate and agree the Budget for 2003/04. The Council Tax can be set at the ordinary meeting of the City Council on 4 March 2003.

5. LEGAL COMMENTS

5.0 None

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. RECOMMENDATIONS

11.0 That the schedule of dates and times for meetings of the City Council, Overview and Scrutiny Management Committee, the three Overview and Scrutiny Committees, the Development Control Committee and the Licensing and Regulatory Panel during the 2002/03 Municipal Year, as detailed in Appendix A, be recommended to the City Council for approval.

11.1 That the dates for meetings of the Executive, which have been chosen by the Leader, be noted and the City Council be recommended to agree a change to Paragraph 1.6 of the Executive Procedure Rules in the Constitution to provide for meetings of the Executive to be held at least 13 times a year rather than 15 times a year as at present. The Leader will report further regarding times for Executive meetings in the 2002/03 Municipal Year.

12. REASONS FOR RECOMMENDATIONS

12.0 In order to recommend to the City Council a schedule of dates and times for meetings in the 2002/03 Municipal Year.

J M EGAN

CITY SOLICITOR AND SECRETARY

May 2002 - June 2002

May 2002							June 2002						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
20 May 11:00 11:30 ANNUAL COUNCIL	21	22	23	24	25
27 EXECUTIVE	28	29 14:00 14:30 LICENSING AND REC	30 14:00 14:30 O/S MANAGEMENT C	31	1 June
3 BANK HOLIDAY	4 BANK HOLIDAY	5 11:30 12:00 JMT	6 14:00 14:30 COMMUNITY O/S CT	7	8
10	11	12 10:00 10:30 DEVPT CONTROL SI	13 14:00 14:30 CORP RES O/S CTTE	14 10:30 11:00 DEVPT CONTROL CT	15
17	18	19	20 10:00 10:30 INFRASTRUCTURE O	21	22
					23

APPENDIX AMENDED TO INCLUDE EXECUTIVES DECISION

June 2002 - July 2002

June 2002							July 2002								
	M	T	W	T	F	S	S		M	T	W	T	F	S	S
22						1	2	27	1	2	3	4	5	6	7
23	3	4	5	6	7	8	9	28	8	9	10	11	12	13	14
24	10	11	12	13	14	15	16	29	15	16	17	18	19	20	21
25	17	18	19	20	21	22	23	30	22	23	24	25	26	27	28
26	24	25	26	27	28	29	30	31	29	30	31				

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
24 June	25	26	27	28	29
		14:00 14:30 LICENSING AND REC	14:00 14:30 O/S MANAGEMENT C		30
1 July	2	3	4	5	6
					7
8	9	10	11	12	13
EXECUTIVE		10:00 10:30 DEVPT CONTROL SI		10:30 11:00 DEVPT CONTROL CT	14
					15
15	16	17	18	19	20
11:30 12:00 JMT	18:45 19:15 COUNCIL		14:00 14:30 COMMUNITY O/S CT		21
					22
22	23	24	25	26	27
		14:00 14:30 LICENSING AND REC	14:00 14:30 O/S MANAGEMENT C		28
					29

August 2002

July 2002

August 2002

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

	M	T	W	T	F	S	S
31				1	2	3	4
32	5	6	7	8	9	10	11
33	12	13	14	15	16	17	18
34	19	20	21	22	23	24	25
35	26	27	28	29	30	31	

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
29 July	30	31	1 August	2	3
			14:00 14:30 CORP RES O/S CTTE		
5	6	7	8	9	10
EXECUTIVE			10:00 10:30 INFRASTRUCTURE O		
12	13	14	15	16	17
11:30 12:00 JMT					
19	20	21	22	23	24
		10:00 10:30 DEVPT CONTROL SI 14:00 14:30 LICENSING AND REC	14:00 14:30 O/S MANAGEMENT C	10:30 11:00 DEVPT CONTROL CT	
26	27	28	29	30	31
BANK HOLIDAY			14:00 14:30 COMMUNITY O/S CT		
					1 September

September 2002

September 2002

October 2002

	M	T	W	T	F	S	S
35							
36	2	3	4	5	6	7	8
37	9	10	11	12	13	14	15
38	16	17	18	19	20	21	22
39	23	24	25	26	27	28	29
40	30						

	M	T	W	T	F	S	S
40							
41	1	2	3	4	5	6	
42	7	8	9	10	11	12	13
43	14	15	16	17	18	19	20
44	21	22	23	24	25	26	27
	28	29	30	31			

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
2 September	3	4	5	6	7
EXECUTIVE			14:00 14:30 CORP RES O/S CTTE		
					8
9	10	11	12	13	14
11:30 12:00 JMT	18:45 19:15 COUNCIL		10:00 10:30 INFRASTRUCTURE O		
					15
16	17	18	19	20	21
		14:00 14:30 LICENSING AND REC	14:00 14:30 O/S MANAGEMENT C		
					22
23	24	25	26	27	28
					29
30	1 October	2	3	4	5
EXECUTIVE		10:00 10:30 DEVPT CONTROL SI		10:30 11:00 DEVPT CONTROL CT	
					6

October 2002 - November 2002

October 2002							November 2002						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
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	

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
7 October	8	9	10	11	12
11:30 12:00 JMT			14:00 14:30 COMMUNITY O/S CT		
					13
14	15	16	17	18	19
		14:00 14:30 LICENSING AND REC	14:00 14:30 O/S MANAGEMENT C		
					20
21	22	23	24	25	26
			14:00 14:30 CORP RES O/S CTTE		
					27
28	29	30	31	1 November	2
EXECUTIVE			10:00 10:30 INFRASTRUCTURE O		
					3
4	5	6	7	8	9
11:30 12:00 JMT	18:45 19:15 COUNCIL				
					10

November 2002 - December 2002

November 2002							December 2002								
	M	T	W	T	F	S	S		M	T	W	T	F	S	S
44					1	2	3	48							
45	4	5	6	7	8	9	10	49	2	3	4	5	6	7	8
46	11	12	13	14	15	16	17	50	9	10	11	12	13	14	15
47	18	19	20	21	22	23	24	51	16	17	18	19	20	21	22
48	25	26	27	28	29	30		52	23	24	25	26	27	28	29
								53	30	31					

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
11 November	12	13	14	15	16
		10:00 10:30 DEVPT CONTROL ST 14:00 14:30 LICENSING AND REC	14:00 14:30 O/S MANAGEMENT C	10:30 11:00 DEVPT CONTROL CT	
					17
18	19	20	21	22	23
			14:00 14:30 COMMUNITY O/S CT		
					24
25	26	27	28	29	30
EXECUTIVE			14:00 14:30 CORP RES O/S CTTE		
					1 December
2	3	4	5	6	7
11:30 12:00 JMT			10:00 10:30 INFRASTRUCTURE O		
					8
9	10	11	12	13	14
		14:00 14:30 LICENSING AND REC	14:00 14:30 O/S MANAGEMENT C		
					15

December 2002 - January 2003

December 2002								January 2003							
	M	T	W	T	F	S	S		M	T	W	T	F	S	S
48							1	1			1	2	3	4	5
49	2	3	4	5	6	7	8	2	6	7	8	9	10	11	12
50	9	10	11	12	13	14	15	3	13	14	15	16	17	18	19
51	16	17	18	19	20	21	22	4	20	21	22	23	24	25	26
52	23	24	25	26	27	28	29	5	27	28	29	30	31		
53	30	31													

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
16 December	17	18	19	20	21
		09:30 10:00 DEVPT CONTROL ST	EXECUTIVE	10:30 11:00 DEVPT CONTROL CT	
					22
23	24	25	26	27	28
11:30 12:00 JMT		CHRISTMAS DAY	BOXING DAY		
					29
30	31	1 January 03	2	3	4
		NEW YEARS DAY			
					5
6	7	8	9	10	11
		14:00 14:30 LICENSING AND REC	10:00 10:30 O/S MANAGEMENT C 14:00 14:30 COMMUNITY O/S CT		
					12
13	14	15	16	17	18
EXECUTIVE	18:45 19:15 COUNCIL		14:00 14:30 CORP RES O/S CTTE		
					19

January 2003 - February 2003

January 2003							February 2003								
	M	T	W	T	F	S		M	T	W	T	F	S	S	
1				1	2	3	4	5	5					1	2
2	6	7	8	9	10	11	12		6	7	8	9	10	11	12
3	13	14	15	16	17	18	19		10	11	12	13	14	15	16
4	20	21	22	23	24	25	26		17	18	19	20	21	22	23
5	27	28	29	30	31				8	24	25	26	27	28	

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
20 January	21	22	23	24	25
11:30 12:00 JMT			10:00 10:30 INFRASTRUCTURE O		
					26
27	28	29	30	31	1 February
EXECUTIVE		10:00 10:30 DEVPT CONTROL SI		10:30 11:00 DEVPT CONTROL CT	
					2
3	4	5	6	7	8
EXECUTIVE		14:00 14:30 LICENSING AND REC	14:00 14:30 O/S MANAGEMENT C 18:45 19:15 COUNCIL (SPECIAL)		
					9
10	11	12	13	14	15
11:30 12:00 JMT			14:00 14:30 COMMUNITY O/S CT		
					16
17	18	19	20	21	22
			14:00 14:30 CORP RES O/S CTTE		
					23

March 2003

February 2003

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

March 2003

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
24 February	25	26	27	28	1 March
			10:00 10:30 INFRASTRUCTURE O		
					2
3	4	5	6	7	8
EXECUTIVE	18:45 19:15 COUNCIL	14:00 14:30 LICENSING AND REC	10:00 10:30 O/S MANAGEMENT C		
					9
10	11	12	13	14	15
11:30 12:00 JMT		10:00 10:30 DEVPT CONTROL ST		10:30 11:00 DEVPT CONTROL CT	
					16
17	18	19	20	21	22
					23
24	25	26	27	28	29
			14:00 14:30 COMMUNITY O/S CT		
					30

April 2003

March 2003							April 2003								
	M	T	W	T	F	S	S		M	T	W	T	F	S	S
9						1	2	14		1	2	3	4	5	6
10	3	4	5	6	7	8	9	15	7	8	9	10	11	12	13
11	10	11	12	13	14	15	16	16	14	15	16	17	18	19	20
12	17	18	19	20	21	22	23	17	21	22	23	24	25	26	27
13	24	25	26	27	28	29	30	18	28	29	30				
14	31														

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
31 March	1 April	2	3	4	5
EXECUTIVE		14:00 14:30 LICENSING AND REC	14:00 14:30 O/S MANAGEMENT C		
					6
7	8	9	10	11	12
11:00 11:30 JMT			13:30 14:00 CORP RES O/S CTTE		
					13
14	15	16	17	18	19
			10:00 10:30 INFRASTRUCTURE O	GOOD FRIDAY	
					20
21	22	23	24	25	26
EASTER MONDAY		10:00 10:30 DEVPT CONTROL SI		10:30 11:00 DEVPT CONTROL CT	
					27
28	29	30	1 May	2	3
EXECUTIVE	16:45 17:15 COUNCIL	14:00 14:30 LICENSING AND REC			
					4

May 2003 - June 2003

May 2003							June 2003								
	M	T	W	T	F	S	S		M	T	W	T	F	S	S
18				1	2	3	4	22							
19	5	6	7	8	9	10	11	23	2	3	4	5	6	7	8
20	12	13	14	15	16	17	18	24	9	10	11	12	13	14	15
21	19	20	21	22	23	24	25	25	16	17	18	19	20	21	22
22	26	27	28	29	30	31		26	23	24	25	26	27	28	29
								27	30						

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

15.

