



REPORT TO EXECUTIVE

PORTFOLIO AREA: ALL

Date of Meeting: 22 November 2011

Public

Key Decision: No

Recorded in Forward Plan:

No

Inside Policy Framework

Title: DATES AND TIMES OF MEETINGS FOR 2011/12

Report of: ASSISTANT DIRECTOR (GOVERNANCE)

Report reference: GD.60/10

Summary:

To consider dates and times for meetings of the City Council, the Executive, Overview and Scrutiny Panels and the regulatory Committees for 2011/12 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 2011/12 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.

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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 Panels and the Regulatory Committees for the 2011/12 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 June, September, November, 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 Panels have been scheduled to meet at 10.00am on Thursday mornings, as is current practice. Comments have been raised in the past with regard to disruption caused by arrangements for Executive Briefing meetings/JMT clashing with meetings of the Overview & Scrutiny Panels. The attached Schedule, if approved, would include Executive Briefings clashing with Overview & Scrutiny Panels on 16 June, 14 July, 13 October, 1 December 2011, 5 January, and 29 March 2012 and it may be on those occasions that the Executive Briefings, and perhaps meetings of the JMT, could be brought forward to the Wednesday afternoon.

1.5 With regard to the Budget process, the Executive meeting scheduled for Monday 21 November 2011 will be an ordinary meeting that will also include consideration of the initial draft Budget reports. The budget reports will be put out to consultation with the Overview and Scrutiny Committees as follows:-
Community – Thursday 24 November 2011;
Environment and Economy – Thursday 1 December 2011;

Resources – Tuesday 6 December 2011

The observations of the Overview and Scrutiny Panels will be considered at a further special Executive meeting on Monday 12 December 2011.

The Executive will then meet on Monday 19 December 2011 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 5 January 2012 with observations being considered by the Executive at their meeting on 16 January 2012.

The budget proposal will then go to a Special meeting of the City Council on 7 February 2012. 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.

- 1.6 Members will also be aware that the Statement of Accounts is required to be approved by the City Council before the end of June and provision has been made for a meeting of the Audit Committee to be held on 21 June 2011 and a Special Meeting of the City Council on 28 June 2011.

2. CONSULTATION

2.1 Consultation to Date.

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

The Joint Scrutiny Chairs Group considered the draft timetable and supported the proposal under 1.4 of the report that where Executive Briefings clash with O&S Panels, consideration should be given to changing arrangements for the Executive Briefings listed in the report. The Group agreed that four dates for the Scrutiny Chairs Group be included in the Calendar.

- 2.2 Consultation had taken place with the Licensing Section, Economic Development and Resources on the scheduling of meetings. The Assistant Director (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.

2.3 Consultation proposed.

The views of the Executive and the Leader and Senior Management Team will be reported to the City Council on 11 January 2011.

3. RECOMMENDATIONS

- 3.1 The observations of the Executive are requested on the schedule of dates and times for meetings in the 2011/12 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.

4. REASONS FOR RECOMMENDATIONS

- 4.1 In order to recommend to the City Council a schedule of dates and times for meetings covering the 2011/12 Municipal Year as required by Procedure Rule 1.1(ix).

5. IMPLICATIONS

- Staffing/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.
- Financial – The meetings necessary for the Budget process have been scheduled into the Calendar of Meetings.

The Council budget meeting is currently scheduled for 7 February 2012. 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 2011 and a special City Council meeting on 28 June 2011 has been built into the schedule.

- Legal – comments are incorporated in the report.

- Corporate – not applicable.
- Risk Management – not applicable.
- Equality and Disability – not applicable.
- Environmental – not applicable.
- Crime and Disorder – not applicable.
- Impact on Customers – the schedule of dates and times of meetings for 2011/12 would be available for all customers on the Council's web site.

M D LAMBERT
ASSISTANT DIRECTOR (GOVERNANCE)

May 2011

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

June 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 2.00pm Regulatory Panel 3.00pm Licensing Committee	2	3 1.00pm Executive	4	5
6	7	8 9.45am Development Control Committee 10.00am Development Control Site Visits	9 10.00am Community Overview & Scrutiny Panel	10 10.00am Development Control Committee	11	12
13	14	15	16 10.00am Resources Overview & Scrutiny Panel	17	18	19
20	21 10.00am Audit Committee	22	23 10.00am Environment & Economy Overview & Scrutiny Panel	24	25	26
27 1.00pm Executive	28 6.45pm Special Council	29	30			

July 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6 10.00am Scrutiny Chairs Group 2.00pm Regulatory Panel	7	8	9	10
11	12	13 10.00am Development Control Site Visits	14 10.00am Community Overview & Scrutiny Panel	15 10.00am Development Control Committee	16	17
18	19 6.45pm Council	20	21 10.00am Resources Overview & Scrutiny Panel	22	23	24
25 1.00pm Executive	26	27	28 10.00am Environment & Economy Overview & Scrutiny Panel	29	30	31

August 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10 2.00pm Regulatory Panel 3.00pm Licensing Com- mittee	11	12	13	14
15 10.00am Audit Committee	16	17 10.00am Development Control Site Visits	18	19 10.00am Development Control Committee	20	21
22	23	24	25 10.00am Resources Overview & Scrutiny Panel	26	27	28
29 BANK HOLIDAY	30 1.00pm Executive	31				

September 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1 10.00am Community Overview & Scrutiny Panel	2	3	4
5	6	7	8 10.00am Environment & Economy Overview & Scrutiny Panel	9	10	11
12	13 6.45pm Council	14 2.00pm Regulatory Panel	15	16	17	18
19	20	21	22	23	24	25
26 1.00pm Executive	27 10.00am Audit Committee	28 10.00am Development Control Site Visits	29	30 10.00am Development Control Committee		

October 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6 10.00am Community Overview & Scrutiny Panel	7	8	9
10	11	12	13 10.00am Resources Overview & Scrutiny Panel	14	15	16
17	18	19 2.00pm Regulatory Panel	20 10.00am Environment & Economy Overview & Scrutiny Panel	21	22	23
24 1.00pm Executive	25	26	27	28	29	30
31 10.00am Audit Com- mittee						

November 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2 10.00am Scrutiny Chairs Group	3	4	5	6
7	8 6.45pm Council	9 10.00am Development Control Site Visits	10	11 10.00am Development Control Committee	12	13
14	15	16	17	18	19	20
21 1.00pm Executive	22	23 2.00pm Regulatory Panel	24 10.00am Community Overview & Scrutiny Panel	25	26	27
28	29	30				

December 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1 10.00am Environment & Economy Overview & Scrutiny Panel	2	3	4
5	6 10.00am Resources Overview & Scrutiny Panel	7	8	9	10	11
12 1.00pm Special Executive	13	14 10.00am Development Control Site Visits	15	16 10.00am Development Control Committee	17	18
19 1.00pm Executive	20	21	22	23	24	25
26 BANK HOLIDAY	27 BANK HOLIDAY	28	29	30	31	

January 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2 BANK HOLIDAY	3	4 2.00pm Regulatory Panel 3.00pm Licensing Committee	5 10.00am Resources Overview & Scrutiny Panel	6	7	8
9	10 6.45pm Council	11	12 10.00am Community Overview & Scrutiny Panel	13 10.00am Audit Committee	14	15
16 1.00pm Executive	17	18	19 10.00am Environment & Economy Overview & Scrutiny Panel	20	21	22
23	24	25 10.00am Development Control Site Visits	26	27 10.00am Development Control Committee	28	29
30	31					

February 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 10.00am Scrutiny Chairs Group	2	3	4	5
6	7 6.45pm Special Council	8 2.00pm Regulatory Panel	9 10.00am Community Overview & Scrutiny Panel	10	11	12
13 1.00pm Executive	14	15	16 10.00am Resources Overview & Scrutiny Panel	17	18	19
20	21	22	23 10.00am Environment & Economy Overview & Scrutiny Panel	24	25	26
27	28	29				

March 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6 6.45pm Council	7 10.00am Development Control Site Visits	8	9 10.00am Development Control Committee	10	11
12 1.00pm Executive	13	14 2.00pm Regulatory Panel 3.00pm Licensing Committee	15	16	17	18
19	20	21	22 10.00am Community Overview & Scrutiny Panel	23	24	25
26	27	28	29 10.00am Resources Overview & Scrutiny Panel	30	31	

April 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5 10.00am Environment & Economy Overview & Scrutiny Panel	6 GOOD FRIDAY	7	8
9 EASTER MONDAY	10 1.00pm Executive	11 10.00am Scrutiny Chairs Group	12	13	14	15
16 10.00am Audit Committee	17	18 10.00am Development Control Site Visit 2.00pm Regulatory Panel	19	20 10.00am Development Control Committee	21	22
23	24	25	26	27	28	29
30						

May 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1 6.45pm Council	2	3 CITY COUNCIL ELECTIONS	4	5	6
7 BANK HOLIDAY	8	9	10	11	12	13
14	15	16	17	18	19	20
21 11.00am Annual Council	22	23	24	25	26	27
28	29	30	31			