



PORTFOLIO AREA: ALL

Date of Meeting: 19 December 2002

Public

Key Decision: No

Recorded in Forward Plan: No

Inside Policy Framework

Title: DATES AND TIMES OF MEETINGS FOR 2003/04

Report of: HEAD OF LEGAL AND DEMOCRATIC SERVICES

Report reference: LDS.1/02

Summary:

To consider dates and times for meetings of the City Council, the Executive, Overview and Scrutiny Committees and the regulatory Committees for 2003/04 in order to make a recommendation to the City Council.

Recommendations:

- (1) The observations of the Executive are requested for submission to the City Council on the schedule of dates and times for meetings in the 2003/04 Municipal Year, and on the following:-
 - (a) the suggestion to extend to a five weekly cycle the meetings of the Licensing and Regulatory Panel.
 - (b) The views of the Overview and Scrutiny Management Committee of 17 December 2002 which will be reported at your meeting.
 - (c) The Executive is asked to note that special Executive and City Council meetings will be required in connection with the Budget setting process in February 2004.

- (2) That the dates and times for meetings of the Executive, which have been chosen by the Leader, be noted.
- (3) To note the consultation presently being undertaken on the possibility of combining the two election dates in 2004.

Contact Officer: Stephen Halstead

Ext: 7035

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 2003/04 Municipal Year.

1.1 The current frequency of meetings is as follows:-

City Council (ordinary meetings)	8 weekly;
Overview and Scrutiny Management Committee	6 weekly;
Overview and Scrutiny Committees	6 weekly;
Executive (required to meet at least 13 times per year)	4 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 and are currently every 4 weeks.

1.3 The Government is currently looking at the possibility of combining the local Council Elections, scheduled for 6 May 2004, with the European Parliamentary Elections which are scheduled for 10 June 2004. If the Government decides to combine the two elections, the Council would need to consider whether the date of the Annual Council meeting in 2004 should also be moved, given that it would be impractical to elect a Mayor and agree seats on Committees prior to the election where Councillors may or may not be returned. The Council Procedure Rules state that "In a year when there is an ordinary election of Councillors, the Annual Meeting will take place within 21 days of the retirement of the outgoing Councillors." Should the Government decide to combine the two elections and if Council were minded to move the date of the Annual Council meeting in 2004, it would be necessary to suspend the above Procedure Rule and additional meetings of Committees, etc would be scheduled for the period May/June 2004 as appropriate.

2. CONSULTATION

2.1 Consultation to Date.

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

The Licensing Manager, following consultation with the Chairman of the Licensing and Regulatory Panel, has indicated that, given the amount of normal business transacted at meetings of the Panel, the frequency of these meetings could be extended to a five week cycle instead of a four week cycle.

2.2 Consultation proposed.

This report is being referred to the Overview and Scrutiny Management Committee for consideration at their meeting on 17 December 2002. Their views will be reported to the Executive on 19 December 2002.

3. STAFFING/RESOURCES COMMENTS

3.0 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

4.0 The Head of Financial Services has indicated that the Budget process will be reviewed shortly in the light of experience with the 2003/04 Budget. Dates will need to be arranged for special meetings of the Executive and the City Council on the Budget in February 2004. Provisionally, an Executive has been scheduled for 2 February 2004 and a special Council for 12 February 2004.

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

(1) The observations of the Executive are requested for submission to the City Council on the schedule of dates and times for meetings in the 2003/04 Municipal Year, and on the following:-

- (a) the suggestion to extend to a five weekly cycle the meetings of the Licensing and Regulatory Panel.
- (b) the views of the Overview and Scrutiny Management Committee of 17 December 2002 which will be reported at your meeting.
- (c) The Executive is asked to note that special Executive and City Council meetings will be required in connection with the Budget setting process in February 2004.

(2) That the dates and times for meetings of the Executive, which have been chosen by the Leader, be noted.

(3) To note the consultation presently being undertaken on the possibility of combining the two election dates in 2004.

12. REASONS FOR RECOMMENDATIONS

- 12.0 In order to recommend to the City Council a schedule of dates and times for meetings in the 2003/04 Municipal Year as required by Procedure Rule 1.1(ix).

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HEAD OF LEGAL AND DEMOCRATIC SERVICES

May 2003 - June 2003

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
19 May	20	21	22	23	24
14:00 14:30 ANNUAL COUNCIL					25
26	27	28	29	30	31
SPRING BANK HOLIDAY		14:00 14:30 LICENSING PANEL	14:00 14:30 O+S MANAGEMENT		1 June
2	3	4	5	6	7
		10:00 10:30 DEVELOPMENT CON	14:00 14:30 COMMUNITY O+S	10:30 11:00 DEVELOPMENT CON	8
9	10	11	12	13	14
13:00 13:30 EXECUTIVE			14:00 14:30 CORPORATE RESOUI		15
16	17	18	19	20	21
11:30 12:00 JMT			10:00 10:30 INFRASTRUCTURE O		22

7.

June 2003 - July 2003

June 2003

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

July 2003

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
23 June	24	25	26	27	28
		14:00 14:30 LICENSING PANEL			
					29
30	1 July	2	3	4	5
		LCP	14:00 14:30 O+S MANAGEMENT		
					6
7	8	9	10	11	12
13:00 13:30 EXECUTIVE					
					13
14	15	16	17	18	19
11:30 12:00 JMT	18:45 19:15 COUNCIL	10:00 10:30 DEVELOPMENT CON	14:00 14:30 COMMUNITY O+S	10:30 11:00 DEVELOPMENT CON	
					20
21	22	23	24	25	26
		14:00 14:30 LICENSING PANEL	14:00 14:30 CORPORATE RESOU		
					27

8.

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

9.

September 2003

September 2003

October 2003

	M	T	W	T	F	S	S
36	1	2	3	4	5	6	7
37	8	9	10	11	12	13	14
38	15	16	17	18	19	20	21
39	22	23	24	25	26	27	28
40	29	30					

	M	T	W	T	F	S	S
41	1	2	3	4	5		
42	6	7	8	9	10	11	12
43	13	14	15	16	17	18	19
44	20	21	22	23	24	25	26
45	27	28	29	30	31		

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
1 September	2	3	4	5	6
13:00 13:30 EXECUTIVE			14:00 14:30 CORPORATE RESOUR		
					7
8	9	10	11	12	13
11:30 12:00 JMT	18:45 19:15 COUNCIL	Lic P	10:00 10:30 INFRASTRUCTURE O		
					14
15	16	17	18	19	20
		14:00 14:30 LICENSING PANEL			
					21
22	23	24	25	26	27
			14:00 14:30 O+S MANAGEMENT		
					28
29	30	1 October	2	3	4
13:00 13:30 EXECUTIVE					
					5

October 2003 - November 2003

October 2003								November 2003							
	M	T	W	T	F	S	S		M	T	W	T	F	S	S
40			1	2	3	4	5	44						1	2
41	6	7	8	9	10	11	12	45	3	4	5	6	7	8	9
42	13	14	15	16	17	18	19	46	10	11	12	13	14	15	16
43	20	21	22	23	24	25	26	47	17	18	19	20	21	22	23
44	27	28	29	30	31			48	24	25	26	27	28	29	30

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

November 2003 - December 2003

November 2003							December 2003								
	M	T	W	T	F	S		M	T	W	T	F	S	S	
44						1	2	49	1	2	3	4	5	6	7
45	3	4	5	6	7	8	9	50	8	9	10	11	12	13	14
46	10	11	12	13	14	15	16	51	15	16	17	18	19	20	21
47	17	18	19	20	21	22	23	52	22	23	24	25	26	27	28
48	24	25	26	27	28	29	30	53	29	30	31				

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
10 November	11	12	13	14	15
		14:00 14:30 LICENSING PANEL			
					16
17	18	19	20	21	22
		10:00 10:30 DEVELOPMENT CON <i>lic p</i>	14:00 14:30 COMMUNITY O+S	10:30 11:00 DEVELOPMENT CON	
					23
24	25	26	27	28	29
13:00 13:30 EXECUTIVE			14:00 14:30 CORPORATE RESOU		
					30
1 December	2	3	4	5	6
11:30 12:00 JMT			10:00 10:30 INFRASTRUCTURE O		
					7
8	9	10	11	12	13
		14:00 14:30 LICENSING PANEL			
					14

December 2003 - January 2004

December 2003							January 2004						
	M	T	W	T	F	S		M	T	W	T	F	S
49	1	2	3	4	5	6	7	1	2	3	4	5	6
50	8	9	10	11	12	13	14	7	8	9	10	11	12
51	15	16	17	18	19	20	21	13	14	15	16	17	18
52	22	23	24	25	26	27	28	19	20	21	22	23	24
53	29	30	31					26	27	28	29	30	31

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
15 December	16	17	18	19	20
		<i>uc P</i>	13:00 13:30 EXECUTIVE 14:00 14:30 O+S MANAGEMENT		21
22	23	24	25	26	27
11:30 12:00 JMT			CHRISTMAS DAY	BOXING DAY	28
29	30	31	1 January 04	2	3
			NEW YEARS DAY		4
5	6	7	8	9	10
		10:00 10:30 DEVELOPMENT CON 14:00 14:30 LICENSING PANEL	14:00 14:30 COMMUNITY O+S	10:00 10:30 DEVELOPMENT CON	11
12	13	14	15	16	17
	18:45 19:15 COUNCIL		14:00 14:30 CORPORATE RESOUI		18

January 2004 - February 2004

January 2004							February 2004						
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	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31				

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
19 January 13:00 13:30 EXECUTIVE	20	21 <i>Lee P</i>	22 10:00 10:30 INFRASTRUCTURE O	23	24
26 11:30 12:00 JMT	27	28	29 10:00 10:30 O+S MANAGEMENT	30	31 1 February
2 13:00 13:30 EXECUTIVE (Provisio	3	4 14:00 14:30 LICENSING PANEL	5	6	7
9	10	11 10:00 10:30 DEVELOPMENT CON	12 14:00 14:30 COMMUNITY O+S 18:45 19:15 COUNCIL (SPECIAL)	13 10:30 11:00 DEVELOPMENT CON	14
16	17	18	19 14:00 14:30 CORPORATE RESOUI	20	21
					22

February 2004 - March 2004

February 2004							March 2004						
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	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29							29	30	31				

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
23 February	24	25	26	27	28
		4c p			29
13:00 13:30 EXECUTIVE	18:45 19:15 COUNCIL	14:00 14:30 LICENSING PANEL	10:00 10:30 INFRASTRUCTURE O		6
1 March	2	3	4	5	6
					7
11:30 12:00 JMT			14:00 14:30 O+S MANAGEMENT		13
8	9	10	11	12	13
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April 2004

March 2004

April 2004

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

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
29 March	30	31	1 April	2	3
13:00 13:30 EXECUTIVE		14:00 14:30 LICENSING PANEL	14:00 14:30 CORPORATE RESOU		
5	6	7	8	9	10
11:30 12:00 JMT				GOOD FRIDAY	
12	13	14	15	16	17
EASTER MONDAY			10:00 10:30 INFRASTRUCTURE O		
19	20	21	22	23	24
			14:00 14:30 O+S MANAGEMENT		
26	27	28	29	30	1 May
13:00 13:30 EXECUTIVE	18:45 19:15 COUNCIL	10:00 10:30 DEVELOPMENT CON 14:00 14:30 LICENSING PANEL		10:30 11:00 DEVELOPMENT CON	

May 2004

May 2004							June 2004						
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	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30					

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
3 May	4	5	6	7	8
MAY DAY BANK HOLIDAY					
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29
31	1 June	2	3	4	5
					6
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					9
					10
					11
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CITY COUNCIL ELECTIONS

Stephen Halslead

11

09/12/02

**EXCERPT FROM THE MINUTES OF THE
OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE
HELD ON 18 DECEMBER 200**

OSM.94/02 DATES AND TIMES OF MEETINGS FOR 2003/2004

The Overview and Scrutiny Manager submitted Report LDS.1/02 setting out proposed dates and times of meetings for 2003/04. The Executive on 19 December 2002 had been considering the Report and would have to submit it to the City Council for final approval.

Members suggested that the dates and times of Overview and Scrutiny Committee meetings could be considered at the Chairmen and Vice-Chairmen's Forum to be held in January 2003.

In the meantime, Members made the following comments to pass to the Executive on 19 December 2002:

- (a) A Council meeting had been scheduled for Thursday 12 February 2004. The current pattern for Council meetings was Tuesdays and Members arrange working patterns to be available on Tuesday evenings.
- (b) The current meeting cycle of Executives on a four-weekly basis and Overview and Scrutiny on a six-weekly basis is not synchronised. This would be looked at further at the Chairmen and Vice-Chairmen's Forum but the Executive should be informed that there were concerns about this lack of synchronisation.

RESOLVED - (1) That the comments to the Committee as outlined above be forwarded to the Executive on 19 December 2002.

(2) That the dates and times of meetings for 2003/04 be referred to the Chairmen and Vice-Chairmen's Forum on 28 January 2003.