

Report to Council

**Agenda
Item:**

18(i)

Meeting Date: 9 January 2018
Portfolio: Finance, Governance and Resources
Key Decision: No
Within Policy and Budget Framework
Public / Private Public

Title: DATES AND TIMES OF MEETINGS 2018/19
Report of: Corporate Director of Governance and Regulatory Services
Report Number: GD.02/18

Purpose / Summary:

The attached report relating to the dates and times of meetings for 2018/19 was submitted to the Executive on 20 November 2017. The Executive recommended that the Council agree the schedule of dates and times of meetings in the 2018/19 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 2018/19 be approved as set out in the attached Schedule.
- (2) That the dates and times for meetings of the Executive, which have been chosen by the Leader, be noted.

Tracking

Executive:	20 November 2017
Overview and Scrutiny:	Scrutiny Chairs Group – 10 November 2017
Council:	9 January 2018

Contact Officer: Rachel Plant

Ext: 7039

**Appendices GD.63/17
attached to report:**

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:

- **GD.63/17**

Report to Executive

Agenda
Item:

A.9

Meeting Date: 20 November 2017

Portfolio: Cross Cutting

Key Decision: Not applicable

Within Policy and
Budget Framework No

Public / Private Public

Title: Dates and Times of Meetings 2018/19

Report of: Corporate Director of Governance and Regulatory Services

Report Number: GD.63/17

Purpose / Summary:

To consider dates and times for meetings of the City Council, Executive, Scrutiny Panels, Audit Committee and the Regulatory Committees for the 2018/19 municipal year.

Recommendations:

(1) The observations of the Executive are requested on the schedule of dates and times for meetings in the 2018/19 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:	20 November 2017
Scrutiny:	10 November 2017
Council:	9 January 2018

1. BACKGROUND

1.0 Attached at Appendix A is a draft schedule of meeting dates for the City Council, the Executive, Scrutiny Panels and the Regulatory Committees for the 2018/19 Municipal Year.

1.1 The frequency of meetings is set out in the Constitution in respect of the Executive, Scrutiny Panels and the Audit Committee. The frequency of meetings of the Council and remaining Committees/Panels have been previously agreed. The current frequencies are as follows:-

City Council (ordinary meetings)	8 weekly;
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

*was previously 5 week cycle but has been changed to 6 weekly.

The Audit Committee will meet in July, September, December and March.

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.

1.2 The Constitution states that the Executive will meet at least 13 times per year. Dates and times for meetings of the Executive are at the discretion of the Leader and are currently every 4 weeks.

1.3 The Scrutiny Panels have been scheduled to meet at 10.00am on Thursday mornings, as is current practice.

1.4 With regard to the Budget process, it is proposed that the Executive meeting scheduled for Monday 12 November 2018 will be an ordinary meeting that will also include consideration of the initial draft Budget reports. The budget reports will then be circulated for consultation with the Scrutiny Panels as follows:-

Health and Wellbeing – Thursday 15 November 2018;

Economic Growth – Thursday 22 November 2018;

Business and Transformation – Thursday 29 November 2018.

The observations of the Scrutiny Panels will then be considered at a further special Executive meeting on Monday 3 December 2018.

It is proposed that the Executive will meet again on Monday 10 December 2018 to formally agree its draft Budget for consultation.

This consultation process will include the proposals being submitted to the scheduled meeting of the Business and Transformation Scrutiny Panel on Thursday 3 January 2019 with their observations and other feedback being considered by the Executive at their meeting on Wednesday 16 January 2019.

The budget proposal will then go to a Special meeting of the City Council on Tuesday 5 February 2019. At this stage there are no other scheduled Special Executive or Council meetings to consider amended budget resolutions, as has happened in previous years.

2. CONSULTATION

- 2.1 The Scrutiny Chairs Group has considered the draft timetable on 10 November 2017 and any comments have been fed into the draft calendar.
- 2.2 Consultation has taken place with the Licensing Section, Economic Development and Finance on the scheduling of meetings. The Chief Finance Officer's comments on the arrangements for considering and processing the Budget and the views of Economic Development on the schedule of Development Control Committee meetings have been incorporated in the schedule of meetings attached.

3. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 3.1 In accordance with Procedure Rule 1.1 (x) that the dates and times of meetings in the Municipal Year 2018/19 be approved as set out in the attached appendix.
- 3.2 That the dates and times of meetings of the Executive as chosen by the Leader be noted.

Contact Officer: Rachel Plant

Ext: 7039

Appendices attached to report: Appendix A – Schedule of dates and times of meetings for 2018/19

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:

- Carlisle City Council's Constitution
- GD.24/17 – Dates and Times of Meetings 2017/18 from Council 15 May 2017.

CORPORATE IMPLICATIONS/RISKS:

Community Services – Not applicable

Corporate Support and Resources – Subject to the Council agreeing a schedule of meetings for Council, Scrutiny Panels 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 5 February 2019. 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.

Economic Development – Not applicable

Governance and Regulatory Services – comments are incorporated in the report

May 2018

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3 City & Parish 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 Bank Holiday	29	30 2.00pm - Regulatory Panel followed by Licensing Committee 4.00pm - Executive	31 10.00am - Business & Transformation Scrutiny Panel			

June 2018

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6 9.45am - Development Control Committee 10.00am - Development Control Site Visits	7 10.00am - Health & Wellbeing Scrutiny Panel	8 10.00am - Development Control Committee	9	10
11	12	13	14 10.00am - Economic Growth Scrutiny Panel	15	16	17
18	19	20	21	22	23	24
25 4.00pm - Executive	26	27	28	29	30	

July 2018

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4 2.00pm - Regulatory Panel	5	6	7	8
9 10.00am—Audit Committee	10	11	12 10.00am - Health & Wellbeing Scrutiny Panel	13	14	15
16	17 6.45pm - Council	18 10.00am - Development Control Site Visits	19 10.00am - Economic Growth Scrutiny Panel	20 10.00am - Development Control Committee	21	22
23 4.00pm - Executive	24	25	26 10.00am - Business & Transformation Scrutiny Panel	27	28	29
30 10.00am - Audit Committee	31					

August 2018

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

September 2018

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

October 2018

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4 10.00am - Health & Wellbeing Scrutiny Panel	5	6	7
8	9	10 10.00am - Development Control Site Visits	11 10.00am - Economic Growth Scrutiny Panel	12 10.00am - Development Control Committee	13	14
15 4.00pm - Executive	16	17 2.00pm - Regulatory Panel followed by Licensing Committee	18 10.00m - Business & Transformation Scrutiny Panel	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2018

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6 6.45pm - Council	7	8	9	10	11
12 4.00pm - Executive	13	14	15 10.00am - Health & Wellbeing Scrutiny Panel	16	17	18
19	20	21 10.00am - Development Control Site Visits 2.00pm - Regulatory Panel	22 10.00am - Economic Growth Scrutiny Panel	23 10.00am - Development Control Committee	24	25
26	27	28	29 10.00am - Business & Transformation Scrutiny Panel	30		

December 2018

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3 4.00pm - Executive	4	5	6	7	8	9
10 4.00pm - Executive	11	12	13	14	15	16
17 10.00am—Audit Committee	18	19	20	21	22	23
24	25 Christmas Day	26 Boxing Day	27	28	29	30
31						

January 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1 Bank Holiday	2 2.00pm - Regulatory Panel followed by Licensing Committee	3 10.00am - Business & Transformation Scrutiny Panel	4	5	6
7	8 6.45pm - Council	9 10.00am - Development Control Site Visits	10 10.00am - Health & Wellbeing Scrutiny Panel	11 10.00am - Development Control Committee	12	13
14	15	16 4.00pm - Executive	17 10.00am - Economic Growth Scrutiny Panel	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5 6.45pm—Special Council	6 2.00pm - Regulatory Panel	7	8	9	10
11 4.00pm - Executive	12	13 10.00am - Development Control Site Visits	14 10.00am - Business & Transformation Scrutiny Panel	15 10.00am - Development Control committee	16	17
18	19	20	21 10.00am - Health & Wellbeing Scrutiny Panel	22	23	24
25	26	27	28 10.00am - Economic Growth Scrutiny Panel			

March 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5 6.45pm - Council	6	7	8	9	10
11 4.00pm - Executive	12	13 2.00pm - Regulatory Panel	14	15	16	17
18 10.00am - Audit Committee	19	20	21	22	23	24
25	26	27	28 10.00am - Business & Transformation Scrutiny Panel	29	30	31

April 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3 10.00am - Development Control Site Visits	4 10.00am - Health & Wellbeing Scrutiny Panel	5 10.00am - Development Control Committee	6	7
8	9	10	11 10.00am - Economic Growth Scrutiny Panel	12	13	14
15 4.00pm - Executive	16	17 2.00pm - Regulatory Panel followed by Licensing Committee	18	19 Bank Holiday	20	21
22 Bank Holiday	23	24	25	26	27	28
29	30 6.45pm - Council					

May 2019

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

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 20 NOVEMBER 2017

EX.128/17 DATES AND TIMES OF MEETINGS FOR 2018/19
(Non Key Decision)

Portfolio Cross Cutting

Relevant Scrutiny Panel Economic Growth; Health and Wellbeing; and
Business and Transformation

Subject Matter

The Leader submitted report GD.63/17 concerning proposed dates and times of meetings of the City Council, the Executive, Scrutiny Panels, the Audit Committee and the Regulatory Committees for the 2018/19 municipal year.

Members' attention was, in particular, drawn to the proposals with regard to meetings of the Executive and the Budget process set out at Section 1 of the report.

The Scrutiny Chairs Group had considered the matter on 10 November 2017 but, if Members become aware of any clashes in terms of meeting dates, they should inform Committee Services.

The Leader then formally moved that the report go forward to the City Council in January 2018 for approval.

The Deputy Leader, and Finance, Governance and Resources Portfolio Holder formally seconded the recommendation.

Summary of options rejected none

DECISION

1. That the City Council be requested to agree the schedule of dates and times of meetings in the 2018/19 Municipal Year as set out in the calendar attached as an Appendix to Report GD.63/17.
2. That the dates and times for meetings of the Executive, which had been chosen by the Leader, be noted.

Reasons for Decision

In order to recommend to the City Council a schedule of dates and times for meetings covering the 2018/19 Municipal Year as required by Procedure Rule 1.1(x)