

REPORT TO EXECUTIVE

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 that 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.

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.

STAFFING/RESOURCES COMMENTS

3.0 None

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.

LEGAL COMMENTS

- 5.0 None
- CORPORATE COMMENTS
- 6.0 None
- RISK MANAGEMENT ASSESSMENT
- 7.0 Not applicable
- 8. EQUALITY ISSUES
- 8.0 Not applicable
- 9. ENVIRONMENTAL IMPLICATIONS
- 9.0 Not applicable

CRIME AND DISORDER IMPLICATIONS

10.0 Not applicable

11. RECOMMENDATIONS

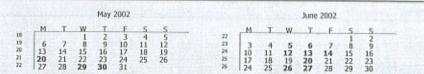
- 11.0 That the schedule of dates and times for meetings of the City Council, Overview and Scrutiny Management Committee, the three Overview and Scrutiny Committees, the Development Control Committee and the Licensing and Regulatory Panel during the 2002/03 Municipal Year, as detailed in Appendix A,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

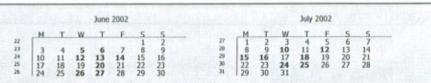
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CITY SOLICITOR AND SECRETARY

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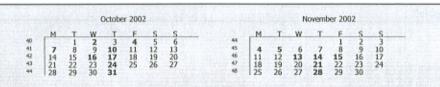
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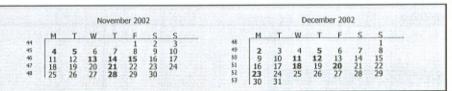


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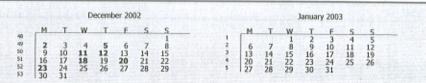
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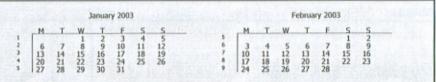
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ADDENDUM TO REPORT TC.13/02 DATES AND TIMES OF MEETINGS FOR 2002/03

At a meeting of the Overview and Scrutiny Management Committee held on 14 February 2002 consideration was given to Report TC.13/02 detailing the proposed dates and times of meetings for 2002/03. The Committee decided to refer consideration to the scheduling of the Overview and Scrutiny Committees to a Workshop held on 27 February 2002 to which the Chairmen and Vice-Chairmen of the Overview and Scrutiny Committees were invited to attend.

At the Workshop, Members considered that the frequency of the Overview and Scrutiny Management Committee, currently 4 weekly, could be changed to 6 weekly, which would fit into the 6 weekly cycle of meetings for the other three Overview and Scrutiny Committees. I attach, at Appendix A, a copy of a revised schedule of meeting dates taking this into account.

The Overview and Scrutiny Management Committee had also asked for three Committee dates to be altered, two were Management Committee dates (25 July and 19 September 2002) and have been changed at Appendix A, the remaining date being the Infrastructure Overview and Scrutiny Committee scheduled for 8 August 2002.

The City Council is, therefore, requested to address the following:-

- (1) Whether the frequency of Overview and Scrutiny Management Committee meetings should change from 4 weekly to 6 weekly. A change to 6 weekly meetings would require a recommendation being made to the City Council on 30 April 2002 seeking a change to Rule 4 of the Overview and Scrutiny Procedure Rules in the Constitution.
- (2) To what date the Infrastructure Overview and Scrutiny Committee of 8 August 2002 should be re-scheduled.

J M Egan City Solicitor and Scecretary

May 2002 -June 2002

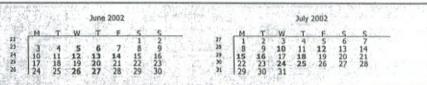


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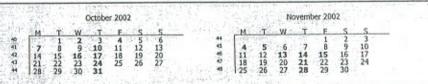
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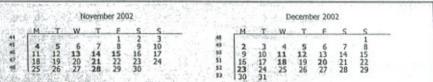
Elspeth Mackay

October 2002 -November 2002



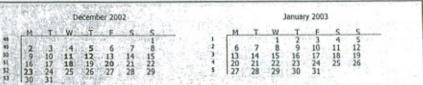
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November 2002 -December 2002



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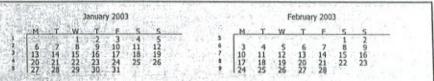
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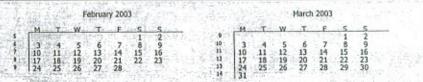


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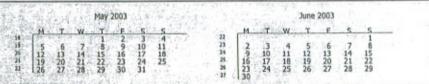
Elspeth Mackay

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