

# Report to Executive

Agenda  
Item:

Meeting Date: 18 November 2013

Portfolio: Cross Cutting

Key Decision: Not applicable

Within Policy and  
Budget Framework No

Public / Private Public

Title: Dates and Times of Meetings 2014/15

Report of: Director of Governance

Report Number: GD.51/13

## Purpose / Summary:

To consider dates and times for meeting of the City Council, Executive, Overview and Scrutiny Panels, Audit Committee and the Regulatory Committees for the 2014/15 municipal year, including additional meetings required as a result of the proposed change in date for the local elections from 1 May 2014 to 22 May 2013.

## Recommendations:

- (1) The observations of the Executive are requested on the schedule of dates and times for meetings in the 2014/15 Municipal Year, including the additional meetings scheduled for May 2014, 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.
- (3) That the change in date to the 2014 Elections be noted.

## Tracking

Executive:	<b>18 November 2013</b>
Overview and Scrutiny:	<b>7 November 2013</b>
Council:	<b>7 January 2014</b>

## 1. BACKGROUND

- 1.0 The Government has proposed that the local Council Elections, scheduled for 1 May 2014, be combined with the European Parliamentary Elections on 22 May 2014.
- 1.2 The change to the Election date will have implications for the date of the Annual Council meeting in 2014. The legislation enabling the change to the date has not yet been passed and operational aspects of the change will include extending the term of office of existing Members until the fourth day after the postponed election date of 22 May 2014<sup>1</sup>. The Council Procedure Rules 1.1 (which reflect the statutory provisions in the Local Government Act 1973<sup>2</sup>) 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.”
- 1.3 The Annual Meeting of the Council will, therefore, have to take place within the usual 21 day period following the retirement of Councillors and has been diarised for 9 June 2014 in the proposed calendar of meetings attached.
- 1.4 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 2014/15 Municipal Year.
- 1.1 The frequency of meetings is set out in the Constitution in respect of the Executive, Overview and 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;
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 July, September, January and April.

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<sup>1</sup> Local Government Act 1972, Section 7

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 Dates and times for meetings of the Executive are at the discretion of the Leader and are currently every 4 weeks. The Constitution states that the Executive will meet at least 13 times per year. The additional meetings scheduled in May 2014 will ensure that the Executive meets 13 times in 2014/15 and will reduce the gap in between the meeting cycles. The additional Overview and Scrutiny Panels scheduled for May 2014 will be cancelled if there is no business to be considered.
- 1.4 During 2013/14 the Government introduced planning performance measures regarding speed and quality of decisions taken by Local Planning Authorities. The timely determination of major planning applications is therefore an indicator of good service. For those authorities which fall below the required service, major planning applications could be determined by the Planning Inspectorate with the consequential loss of income but still incurring procedural costs. In order to place the Council in a more robust position it is proposed to change the cycle of Development Control Committee meeting to a 5-weekly cycle as set out in Appendix A.
- 1.5 With regard to the Budget process, it is proposed that the Executive meeting scheduled for Monday 10 November 2014 will be an ordinary meeting that will also include consideration of the initial draft Budget reports. The budget reports then be circulated for consultation with the Overview and Scrutiny Panels as follows:-  
Community – Tuesday 25 November 2014;  
Environment and Economy – Thursday 27 November 2014;  
Resources – Tuesday 2 December 2014;

The observations of the Overview and Scrutiny Panels will then be considered at a further special Executive meeting on Monday 8 December 2014.

It is proposed that the Executive will meet again on Monday 15 December 2014 to formally agree its draft Budget for consultation.

This consultation process will include the proposals being submitted to the scheduled meeting of the Resources Overview and Scrutiny Panel on Monday 5 January 2015 with their observations and other feedback being considered by the Executive at their meeting on Wednesday 14 January 2015.

The budget proposal will then go to a Special meeting of the City Council on 3 February 2015. 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.

## **2. CONSULTATION**

- 2.1 The Scrutiny Chairs Group had considered the draft timetable and any comments have been fed into the draft calendar.
- 2.2 Consultations had taken place with the Licensing Section, Economic Development and Resources on the scheduling of meetings. The Director of 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.

## **3. CONCLUSION AND REASONS FOR RECOMMENDATIONS**

- 2.1 In accordance with Procedure Rule 1.1 (x) that the dates and times of meetings in the Municipal Year 2014/15, including the additional meetings scheduled for May 2014, be approved as set out in the attached appendix.
- 2.2 That the dates and times of meetings of the Executive as chosen by the Leader be noted.
- 2.3 That the change to the date of the local elections and the later Annual Council in 2014 be noted.

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**Appendices** Appendix A – Schedule of dates and times of meetings for 2014/15  
**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:**

- Carlisle City Council's Constitution
- GD.05/13 – Dates and Times of Meetings 2013/14 from Council 8 January 2013.

## **CORPORATE IMPLICATIONS/RISKS:**

**Chief Executive's** – Not applicable

**Community Engagement** – Not applicable

**Economic Development** – Not applicable

**Governance** – comments are incorporated in the report

**Local Environment** – Not applicable

**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.

The meetings necessary for the Budget process have been scheduled into the Calendar of Meetings.

The Council budget meeting is currently scheduled for 4 February 2014. 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.

# May 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5 Bank Holiday	6	7	8 10.00am Community Overview & Scrutiny Panel	9	10	11
12 4.00pm Executive	13 10.00am Resources Overview & Scrutiny Panel	14 10.00am Development Control Site Visits	15 10.00am Environment & Economy Overview & Scrutiny Panel	16 10.00am Development Control Committee	17	18
19	20	21 2.00pm Regulatory Panel	22 EUROPEAN AND LOCAL ELECTIONS	23	24	25
26 Bank Holiday	27	28	29	30	31	

# June 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9 11.00am Annual Council	10	11	12	13	14	15
16	17	18 9.55am Development Control Committee  10.00am Development Control Site Visits	19 10.00am Community Overview & Scrutiny Panel	20  10.00am Development Control Committee	21	22
23 4.00pm Executive	24	25 2.00pm Regulatory Panel followed by Licensing Committee	26 10.00am Resources Overview & Scrutiny Panel	27	28	29
30						

# July 2014

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



# August 2014

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

# September 2014

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

# October 2014

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

# November 2014

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

# December 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2 10.00am Resources Overview & Scrutiny Panel	3	4	5	6	7
8 4.00pm Special Executive	9	10 10.00am Development Control Site Visit	11	12 10.00am Development Control	13	14
15 4.00pm Executive	16	17 2.00pm Regulatory Panel	18	19	20	21
22	23	24	25 Christmas Day	26 Boxing Day	27	28
29	30	31				

# January 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1 New Years Day	2	3	4
5 10.00am Resources Overview & Scrutiny Panel	6 6.45pm Council	7	8	9	10	11
12	13 10.00am Audit Committee	14 10.00am Development Control Site Visit 4.00pm Executive	15 10.00am Community Overview & Scrutiny Panel	16 10.00am Development Control Committee	17	18
19	20	21 2.00pm Regulatory Panel followed by Licensing Committee	22 10.00am Environment & Economy Overview & Scrutiny Panel	23	24	25
26	27	28	29	30	31	

# February 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2 4.00pm Executive	3 6.45pm Special Council	4	5 10.00am Scrutiny Chairs Group	6	7	8
9	10	11	12	13	14	15
16	17	18 10.00am Development Control Site Visits	19	20 10.00am Development Control Committee	21	22
23	24	25 10.00am Regulatory Panel	26 10.00am Community Overview & Scrutiny Panel	27	28	

# March 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2 4.00pm Executive	3 6.45pm Council	4	5 10.00am Resources Overview & Scrutiny Panel	6	7	8
9	10	11	12 10.00am Environment & Economy Overview & Scrutiny Panel	13	14	15
16	17	18	19	20	21	22
23	24	25 10.00am Development Control Site Visits	26	27 10.00am Development Control Committee	28	29
30	31					



# April 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 2.00pm Regulatory Panel followed by Licensing Committee	2	3 Good Friday	4	5
6 Easter Monday	7 4.00pm Executive	8	9 10.00am Scrutiny Chairs Group	10	11	12
13 10.00am Audit Committee	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 6.45pm Council	29 10.00am Development Control Site Visits	30			

# May 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1 10.00am Development Control Committee	2	3
4	5	6	7 Elections	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31