

Report to Council

Agenda
Item:

8

Meeting Date: 20 May 2013
Portfolio: Cross Cutting
Key Decision: Not Applicable:
Within Policy and
Budget Framework NO
Public / Private Public

Title: DATES AND TIMES OF MEETINGS 2013/14
Report of: DIRECTOR OF GOVERNANCE
Report Number: GD.19/13

Purpose / Summary:

The attached report relating to the dates and times of meetings for 2013/14 was submitted to the Executive on 19 November 2012. The Executive recommended that the City Council agree the Schedule of dates and times of meetings in the 2013/14 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 2013/14 be approved as set out in the attached Schedule.
- (2) That the dates and times of meetings of the Executive as chosen by the Leader be noted.
- (3) That the possible amendment of the Annual Council date in 2014 due to European elections be noted.

Tracking

Executive:	19 November 2012
Overview and Scrutiny:	Scrutiny Chairs Group
Council:	5 February 2013

1. BACKGROUND

- 1.1 The attached report relating to the dates and times of meetings for 2013/14 was submitted to the Executive on 19 November 2012 and agreed by Council on 5 February 2013.
- 1.2 Consideration is being given at a National level to move the date of the Local elections in 2014. City Council and Parish Council elections are scheduled to be held on 1 May 2014 and European elections are scheduled to be held on 5 June 2014. The present proposal is to hold a combined poll on Thursday 22 May 2014. Although the date of the election has not yet been confirmed it is considered likely that it will take place later than 1 May 2014 as currently scheduled.
- 1.3 If the above proposal is agreed it will be necessary to hold the Annual Meeting of the Council later than the third Monday in May. It will also impact on the period of time for which the Mayor and Deputy Mayor will hold office and the schedule of meetings in 2013/14 and 2014/15.
- 1.4 The Civic Calendar for 2014/15 will be prepared as usual and the new date for the Annual Council in 2014 along with any additional meetings required for the 2013/14 Calendar will be submitted to Council for approval together with any consequent recommendations in respect of the period of office for the Mayor and Deputy Mayor.

2. CONCLUSION AND REASON FOR RECOMMENDATION

- 2.1 That the dates and times of meetings in the Municipal Year 2013/14 be approved as set out in the attached Schedule.
- 2.2 That the dates and times of meetings of the Executive as chosen by the Leader be noted.
- 2.3 That the possible amendment of the Annual Council date in 2014 due to European elections be noted.
- 2.4 That the amended dates and times of meetings for the municipal year 2013/14 be agreed as required by Procedure Rule 1.1(ix).

Contact Officer: Rachel Rooney

Ext: 7039

Appendices attached to report: Executive Report GD.09/13

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 –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.



Report to:

COUNCIL

Agenda
Item

Meeting Date: 5 February 2013

Portfolio: All

Key Decision: Not applicable

Within Policy and Budget Framework: ~~Yes~~/No

Public/Private*: Public

Title: **DATES AND TIMES OF MEETINGS 2013/14**

Report Number: GD.09/13

Report of: Director of Governance

PURPOSE/SUMMARY:

Report GD.05/13, containing the proposed municipal calendar for 2013/14 had been submitted to Council on 8 January 2013 for their approval.

Following consideration of the report Council agreed to defer the matter in order that further consideration could be given to the issues identified by Members.

Pursuant to minute excerpt C.18(v) and Portfolio Holder Decision PF.02/13 the date of the Annual Council was moved to 20 May 2013 and all meeting dates were moved as a result. The amended calendar for 2013/14 is attached.

RECOMMENDATIONS:

(1) That the dates and times of meetings in the Municipal Year 2013/14 be approved as set out in the attached Schedule.

(2) That the dates and times of meetings of the Executive as chosen by the Leader be noted.

TRACKING:

Executive:	19 November 2012
Overview and Scrutiny:	1 November 2012
Council:	8 January 2013 5 February 2013

1. BACKGROUND

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 2013/14 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 July, September, January and April.

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.

1.3 Dates and times for meetings of the Executive are at the discretion of the Leader and are currently every 4 weeks.

1.4 The report had been considered by Council at its meeting on 8 January 2013 (Minute Excerpt C.18/13(v) refers) and it was agreed that the matter be deferred in order that further consideration could be given to the issues identified by Members.

1.5 The Leader and Finance. Portfolio Holder gave consideration to the item and agreed that the date of Annual Council be moved to 20 May 2013 and all other meeting dates be moved to reflect this. The Leader prepared an Individual Portfolio Holder Decision Notice (PF.002/13) which approved the amendments to the Calendar and recommended the amendments to Council for their approval.

2. CONSULTATION

- 2.1 Consultations had taken place with the Licensing Section, Economic Development, Scrutiny 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

- 3.1 That the amended dates and times of meetings for the municipal year 2013/14 be agreed as required by Procedure Rule 1.1(ix).

Contact Officer: Rachel Rooney

Ext: 7039

Appendices attached to report: Draft Calendar of meetings

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 –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

**EXCERPT FROM THE MINUTES OF THE
CITY COUNCIL
HELD ON 8 JANUARY 2013**

**C.18/13 PROPOSALS FROM THE EXECUTIVE IN RELATION TO THE
COUNCIL'S BUDGET AND POLICY FRAMEWORK**

(v) EX.154/12 – Dates and Times of Meetings for 2013/14

Pursuant to Minute EX.154/12, consideration was given to a recommendation from the Executive that the City Council approve the schedule of dates and times of meetings in the 2013/14 municipal year as set out in the calendar attached as an Appendix to Report GD.05/13, and note the dates and times of meetings of the Executive as chosen by the Leader. A copy of Report GD.05/13 and the Minute Extract had been circulated.

Councillor Tickner moved the recommendations.

Discussion ensued, during which Members queried why the Annual Council meeting had been moved from 20 May 2013 (as agreed by Council on 10 January 2012 – Report GD.03/12); the frequency of City Council meetings; and why meetings of the Joint Management Team were not included within the calendar.

RESOLVED – That the matter be deferred in order that further consideration could be given to the issues identified by Members.

**EXCERPT FROM THE MINUTES OF THE
EXECUTIVE
HELD ON 19 NOVEMBER 2012**

EX.154/12 DATES AND TIMES OF MEETINGS FOR 2013/14
(Non Key Decision)

Portfolio All

Relevant Overview and Scrutiny Panel Community; Environment and
Economy; and Resources

Subject Matter

The Finance, Governance and Resources Portfolio Holder submitted report GD.59/12 on proposed dates and times of meetings of the City Council, the Executive, Overview and Scrutiny Panels and the Regulatory Committees for 2013/14 in order that a recommendation could be made to the City Council.

The Finance, Governance and Resources Portfolio Holder moved that the report go forward to the City Council in January 2013 for approval. The Leader seconded the recommendation.

Summary of options rejected None

DECISION

That the City Council be requested to agree the schedule of dates and times of meetings in the 2013/14 municipal year as set out in the calendar attached as an Appendix to Report GD.59/12.

Reasons for Decision

In order to recommend to the City Council a schedule of dates and times for meetings covering the 2013/14 Municipal Year as required by Procedure Rule 1.1(ix)

May 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2 Cumbria County 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 Bank Holiday	28	29 2.00pm Regulatory Panel 3.00pm Licensing Committee	30 10.00am Community Overview and Scrutiny Panel	31 4.00pm Executive		

June 2013

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

July 2013

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

August 2013

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

September 2013

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

October 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3 10.00am Community Overview and Scrutiny Panel	4	5	6
7	8	9 10.00am Development Control Site Visits	10 10.00am Resources Overview and Scrutiny Panel	11 10.00am Development Control Committee	12	13
14	15	16 2.00pm Regulatory Panel 3.00pm Licensing Committee	17 10.00am Environment & Economy Overview and Scrutiny Panel	18	19	20
21	22	23	24	25	26	27
28 4.00pm Executive	29	30	31			

November 2013

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

December 2013

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

January 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 Bank Holiday	2	3	4	5
6 10.00am Resources Overview and Scrutiny Panel	7 6.45pm Council	8 2.00pm Regulatory Panel 3.00pm Licensing Committee	9 10.00am Community Overview and Scrutiny Panel	10	11	12
13	14	15 4.00pm Executive	16 10.00am Environment & Economy Overview and Scrutiny Panel	17	18	19
20	21	22	23	24 10.00am Audit Committee	25	26
27	28	29 10.00am Development Control Site Visits	30	31 10.00am Development Control Committee		

February 2014

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

March 2014

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

April 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3 10.00am Resources Overview and Scrutiny Panel	4	5	6
7 4.00pm Executive	8	9 10.00am Development Control Site Visits	10 10.00am Environment & Economy Overview and Scrutiny Panel	11 10.00am Development Control Committee	12	13
14 10.00am Audit Committee	15	16	17	18 Bank Holiday	19	20
21 Bank Holiday	22	23 2.00pm Regulatory Panel 3.00pm Licensing Committee	24	25	26	27
28	29 6.45pm Council	30				

May 2014

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