



PORTFOLIO AREA: ALL

Date of Meeting: 21 November 2005

Public

Key Decision: No

Recorded in Forward Plan: No

Inside Policy Framework

Title: DATES AND TIMES OF MEETINGS FOR 2006/07
Report of: HEAD OF LEGAL AND DEMOCRATIC SERVICES
Report reference: LDS.51/05

Summary:

To consider dates and times for meetings of the City Council, the Executive, Overview and Scrutiny Committees and the regulatory Committees for 2006/07 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 2006/07 Municipal Year.
- (2) That the dates and times for meetings of the Executive, which have been chosen by the Leader, be noted.

Contact Officer: Stephen Halstead

Ext: 7557

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 2006/07 Municipal Year.

2.0 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;
Regulatory Panel	5 weekly.
Licensing Committee	Quarterly

Meetings of the Standards Committee, Appeals Panel, Employment Panel, Licensing Sub-Committees and other meetings are held as and when required.

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

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 Head of Finance has advised that deadlines for approving the Council's Final Accounts and the operation of the Budget process may require special meetings of Executive, Overview and Scrutiny Committees and the City Council. The establishment of a free-standing Audit Committee to deal with corporate governance issues will also need to be re-considered following receipt of relevant legislation.

2.2 Consultation proposed.

This report will be circulated to the Overview and Scrutiny Management Committee for consideration. Their views will be reported to the City Council on 17 January 2006.

3. STAFFING/RESOURCES COMMENTS

3.1 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

4.1 The Head of Finance has advised that deadlines for approving the Council's Final Accounts and the operation of the Budget process may require special meetings of Executive, Overview and Scrutiny Committees and the City Council. These can be programmed into the Civic Calendar during the course of the forthcoming Municipal Year. The establishment of a free-standing Audit Committee to deal with corporate governance issues will also need to be re-considered following receipt of relevant legislation.

4.2 The scheduling of the budget meeting itself may also need revisiting as it is dependent on receiving relevant financial information from central Government. The meeting is currently scheduled for 6 February 2007 and any proposed amendments to the budget on the night would act as a reference back to the Executive on those amendments if that date is maintained.

5. LEGAL COMMENTS

5.0 These are incorporated in this report.

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. IMPACT ON CUSTOMERS

11.0 Not applicable

12. 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 2006/07 Municipal Year.

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

13. REASONS FOR RECOMMENDATIONS

13.0 In order to recommend to the City Council a schedule of dates and times for meetings covering the 2006/07 Municipal Year as required by Procedure Rule 1.1(ix).

J M EGAN
HEAD OF LEGAL AND DEMOCRATIC SERVICES

May 2006 - June 2006

May 2006							June 2006						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30		
29	30	31											

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
22 May 11:00 11:30 Annual Council	23	24	25	26	27
					28
29 BANK HOLIDAY	30	31	1 June	2	3
		10:00 10:30 Development Control 14:00 14:30 Regulatory Panel 15:00 15:30 Licensing Committee	14:00 14:30 Overview and Scrutiny	10:30 11:00 Development Control	4
5	6	7	8	9	10
			10:00 10:30 Community O+S		11
12 13:00 13:30 Executive	13	14	15 14:00 14:30 Corporate Resources	16	17
					18
19	20	21	22 10:00 10:30 Infrastructure O+S	23	24
					25

5.

July 2006

June 2006

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

July 2006

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
26 June	27	28	29	30	1 July
					2
3 13:00 13:30 Executive	4	5 14:00 14:30 Regulatory Panel	6 14:00 14:30 Overview and Scrutiny	7	8
					9
10	11	12 10:00 10:30 Development Control	13	14 10:30 11:00 Development Control	15
					16
17 18:45 19:15 COUNCIL	18	19	20 10:00 10:30 Community O+S	21	22
					23
24	25	26	27 14:00 14:30 Corporate Resources	28	29
					30

August 2006

July 2006							August 2006						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31			
31													

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
31 July	1 August	2	3	4	5
13:00 13:30 Executive			10:00 10:30 Infrastructure O+S		
7	8	9	10	11	12
	14:00 14:30 Regulatory Panel				
14	15	16	17	18	19
	10:00 10:30 Development Control	14:00 14:30 Overview and Scrutiny	10:30 11:00 Development Control		
21	22	23	24	25	26
28	29	30	31	1 September	2
BANK HOLIDAY	13:00 13:30 Executive		10:00 10:30 Community O+S		
					3

September 2006 - October 2006

September 2006							October 2006						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
4 September	5	6	7 14:00 14:30 Corporate Resources	8	9
11	12 18:45 19:15 COUNCIL	13 14:00 14:30 Regulatory Panel 15:00 15:30 Licensing Committee	14 10:00 10:30 Infrastructure O+S	15	16
18	19	20	21	22	23
25 13:00 13:30 Executive	26	27 10:00 10:30 Development Control	28 14:00 14:30 Overview and Scrutiny	29 10:30 11:00 Development Control	30 1 October
2	3	4	5	6	7
					8

October 2006 - November 2006

October 2006							November 2006						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
9 October	10	11	12	13	14
			10:00 10:30 Community O+S		15
16	17	18	19	20	21
		14:00 14:30 Regulatory Panel	14:00 14:30 Corporate Resources		22
23	24	25	26	27	28
13:00 13:30 Executive			10:00 10:30 Infrastructure O+S		29
30	31	1 November	2	3	4
					5
6	7	8	9	10	11
	18:45 19:15 COUNCIL	10:00 10:30 Development Control	14:00 14:30 Overview and Scrutiny	10:30 11:00 Development Control	12

November 2006 - December 2006

November 2006							December 2006						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
13 November	14	15	16	17	18
					19
20	21	22	23	24	25
13:00 13:30 Executive		14:00 14:30 Regulatory Panel	10:00 10:30 Community O+S		26
27	28	29	30	1 December	2
			14:00 14:30 Corporate Resources		3
4	5	6	7	8	9
			10:00 10:30 Infrastructure O+S		10
11	12	13	14	15	16
		10:00 10:30 Development Control		10:30 11:00 Development Control	17

10.

December 2006 - January 2007

December 2006							January 2007						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31				

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
18 December 13:00 13:30 Executive	19 14:00 14:30 Overview and Scrutiny	20 14:00 14:30 Regulatory Panel 15:00 15:30 Licensing Committee	21	22	23
25 Christmas Day	26 Boxing Day	27	28	29	30
1 January 07 New Years Day	2	3	4	5	6
8	9	10	10:00 10:30 Community O+S	11	12
15	18:45 19:15 COUNCIL	16	17	14:00 14:30 Corporate Resources	18
					19
					20
					21

January 2007 - February 2007

January 2007							February 2007						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28				
29	30	31											

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
22 January 13:00 13:30 Executive	23	24 10:00 10:30 Development Control 14:00 14:30 Regulatory Panel	25 10:00 10:30 Infrastructure O+S	26 10:30 11:00 Development Control	27
29	30	31	1 February 14:00 14:30 Overview and Scrutiny	2	3
5	6 18:45 19:15 COUNCIL (SPECIAL)	7	8	9	10
12	13	14	15 10:00 10:30 Community O+S	16	17
19 13:00 13:30 Executive	20	21	22 14:00 14:30 Corporate Resources	23	24
					25

12.

March 2007

February 2007

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

March 2007

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
26 February	27	28	1 March	2	3
		14:00 14:30 Regulatory Panel			4
5	6	7	8	9	10
	18:45 19:15 COUNCIL	10:00 10:30 Development Control	10:00 10:30 Infrastructure O+S	10:30 11:00 Development Control	11
12	13	14	15	16	17
			14:00 14:30 Overview and Scrutir		18
19	20	21	22	23	24
13:00 13:30 Executive					25
26	27	28	29	30	31
			10:00 10:30 Community O+S		1 April

13.

April 2007

April 2007							May 2007						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
2 April	3	4 14:00 14:30 Regulatory Panel 15:00 15:30 Licensing Committee	5	6 GOOD FRIDAY	7
9 EASTER MONDAY	10	11	12 14:00 14:30 Corporate Resources	13	14
16	17	18	19 10:00 10:30 Infrastructure O+S	20	21
23 13:00 13:30 Executive	24	25 10:00 10:30 Development Control	26 14:00 14:30 Overview and Scrutiny	27 10:30 11:00 Development Control	28
30 18:45 19:15 COUNCIL	1 May	2	3 City Council Elections	4	5
					6

14.

May 2007 - June 2007

May 2007							June 2007						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
7	1	2	3	4	5	6	4	5	6	7	8	2	3
14	8	9	10	11	12	13	11	12	13	14	15	16	17
21	15	16	17	18	19	20	18	19	20	21	22	23	24
28	22	23	24	25	26	27	25	26	27	28	29	30	

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
7 May BANK HOLIDAY	8	9	10	11	12
					13
14	15	16	17	18	19
					20
21 11:00 11:30 Annual Council	22	23	24	25	26
					27
28	29	30	31	1 June	2
					3
4	5	6	7	8	9
					10

15.