



OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

Committee Report

Public

Date of Meeting: 28 September 2006

Title: DATES AND TIMES OF MEETINGS FOR 2007/08

Report of: Director of Legal and Democratic Services

Report reference: LDS.70/06

Summary:

To seek the observations of the Overview and Scrutiny Management Committee on the dates and times of meetings of the Overview and Scrutiny Committees for 2007/08 for submission to the Executive and the City Council.

Recommendations:

The observations of the Overview and Scrutiny Management Committee are requested on the dates and times of meetings of the Overview and Scrutiny Committees for submission to the Executive and the City Council.

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 2007/08 Municipal Year.

1.1 The current frequency of meetings is as follows:-

City Council (ordinary meetings)	8 weekly;
Overview and Scrutiny Management Committee	Quarterly;
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.

The Audit Committee will meet in April, June, September and January and dates have yet to be finalised for inclusion in the calendar of meetings.

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

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

1.4 With regard to the Budget process, the Executive meeting scheduled for Monday 19 November 2007 will consider the initial draft Budget reports. These will be put out to consultation with the Overview and Scrutiny Committees as follows:-

Community – Thursday 22 November 2007;

Infrastructure – Thursday 29 November 2007;

Corporate Resources – Thursday 6 December 2007;

These are the ordinary meetings of the Overview and Scrutiny Committees.

The observations of the Overview and Scrutiny Committees will be considered at a further special Executive meeting on Monday 10 December 2007.

The Executive will then meet on Monday 17 December 2007 to formally agree its draft Budget for further consultation.

This will be submitted to the ordinary meeting of the Corporate Resources Overview and Scrutiny Committee on Thursday 10 January 2008 with observations being considered by the Executive at their meeting on 21 January 2008.

- 1.5 The Best Value Performance Plan for 2007/08 requires formal approval of the City Council by the end of June 2007. A special City Council meeting has been scheduled for Thursday 28 June 2007 for this purpose. It is intended that the text of the Plan will be submitted to the ordinary meetings of the Overview and Scrutiny Committees in the last two cycles of 2006/07 with the performance information going to the ordinary meetings of the Overview and Scrutiny Committees in June 2007.

2. CONSULTATION

2.1 Consultation to Date.

Consultation has taken place with the Leader and SMT.

2.2 Consultation proposed.

A report will be submitted to the Executive on 20 November 2006 and the views of this Committee and the Executive will be reported to the City Council on 16 January 2007.

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

The scheduling of the City Council budget meeting itself may need revisiting as it is dependent on receiving relevant financial information from central Government. The meeting is currently scheduled for 5 February 2008 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.

The Statement of Accounts will need to be approved by the City Council before the end of June 2007 and will, therefore, be submitted to the special City Council meeting on 28 June 2007.

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 Meetings of the City Council, Overview and Scrutiny Committees and Regulatory Committees are generally open for the public to attend to observe the proceedings. Once the dates and times of meetings have been approved, they will be included on the City Council's website for the public to see.

12. RECOMMENDATIONS

The observations of the Overview and Scrutiny Management Committee are requested on the dates and times of meetings of the Overview and Scrutiny Committees for submission to the Executive and the City Council.

J M EGAN
DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES

May 2007 - June 2007

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

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

July 2007

June 2007

M	T	W	T	F	S	S
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	

July 2007

M	T	W	T	F	S	S
2	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
25 June 13:00 13:30 Executive (Special)	26	27	28 18:45 19:15 Council (Special)	29	30 1 July
2 13:00 13:30 Executive (Flensburg)	3	4 14:00 14:30 Regulatory Panel (Flensburg)	5 10:00 10:30 O+S Management Committee	6	7
9	10	11 10:00 10:30 Development Control	12	13 10:30 11:00 Development Control	14
16	17 18:45 19:15 COUNCIL (Chamber)	18	19 10:00 10:30 Community O+S (Flensburg)	20	21
23	24	25	26 10:00 10:30 Corporate Resources	27	28
					29

August 2007

July 2007							August 2007						
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	31		
30	31												

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
30 July	31	1 August	2	3	4
13:00 13:30 Executive (Flensburg)			10:00 10:30 Infrastructure O+S (I		
6	7	8	9	10	11
		14:00 14:30 Regulatory Panel (Fl			
13	14	15	16	17	18
		10:00 10:30 Development Control		10:30 11:00 Development Control	
20	21	22	23	24	25
27	28	29	30	31	1 September
BANK HOLIDAY	13:00 13:30 Executive (Flensburg)		10:00 10:30 Community O+S (Fl		

September 2007

September 2007

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

October 2007

M	T	W	T	F	S	S
1	2	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
3 September	4	5	6	7	8
			10:00 10:30 Corporate Resources		
					9
10	11	12	13	14	15
	18:45 19:15 COUNCIL (Chamber)	14:00 14:30 Regulatory Panel (Fl 15:00 15:30 Licensing Committee	10:00 10:30 Infrastructure O+S (I		
					16
17	18	19	20	21	22
					23
24	25	26	27	28	29
13:00 13:30 Executive (Flensburg)		10:00 10:30 Development Control		10:30 11:00 Development Control	
					30
1 October	2	3	4	5	6
			10:00 10:30 O+S Management Cc		
					7

October 2007 - November 2007

October 2007

M	T	W	T	F	S	S
1	2	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				

November 2007

M	T	W	T	F	S	S
			1	2	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		

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

November 2007 - December 2007

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

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

December 2007 - January 2008

December 2007							January 2008						
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
17 December 13:00 13:30 Executive (Flensburg)	18	19 14:00 14:30 Regulatory Panel (Flensburg)	20	21	22
					23
24	25 CHRISTMAS DAY	26 BOXING DAY	27	28	29
					30
31	1 January 08 NEW YEARS DAY	2	3	4	5
					6
7	8	9	10 10:00 10:30 Corporate Resources	11	12
					13
14	15 18:45 19:15 COUNCIL (Chamber)	16	17 10:00 10:30 Community O+S (Flensburg)	18	19
					20

January 2008 - February 2008

January 2008							February 2008						
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	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29		

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
21 January 13:00 13:30 Executive (Flensburg)	22	23 10:00 10:30 Development Control 14:00 14:30 Regulatory Panel (Flensburg) 15:00 15:30 Licensing Committee	24 10:00 10:30 Infrastructure O+S (Flensburg)	25 10:00 10:30 Development Control	26
28	29	30	31 10:00 10:30 O+S Management Committee	1 February	2
4	5 18:45 19:15 COUNCIL (Special) (Flensburg)	6	7	8	9
11	12	13	14 10:00 10:30 Community O+S (Flensburg)	15	16
18 13:00 13:30 Executive (Flensburg)	19	20	21 10:00 10:30 Corporate Resources	22	23
					24

March 2008

February 2008							March 2008						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
4	5	6	7	8	9	10	3	4	5	6	7	8	9
11	12	13	14	15	16	17	10	11	12	13	14	15	16
18	19	20	21	22	23	24	17	18	19	20	21	22	23
25	26	27	28	29			24	25	26	27	28	29	30
							31						

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
25 February	26	27	28	29	1 March
		14:00 14:30 Regulatory Panel (Flensburg)	09:30 10:00 Infrastructure O+S		2
3	4	5	6	7	8
	18:45 19:15 COUNCIL (Chamber)	10:00 10:30 Development Control		10:30 11:00 Development Control	9
10	11	12	13	14	15
					16
17	18	19	20	21	22
13:00 13:30 Executive (Flensburg)				GOOD FRIDAY	23
24	25	26	27	28	29
EASTER MONDAY			10:00 10:30 Community O+S (Flensburg)		30

April 2008

March 2008							April 2008						
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													

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
31 March	1 April	2	3	4	5
		14:00 14:30 Regulatory Panel (Fl 15:00 15:30 Licensing Committee	10:00 10:30 Corporate Resources		6
7	8	9	10	11	12
			10:00 10:30 Infrastructure O+S (I		13
14	15	16	17	18	19
			10:00 10:30 O+S Management Cc		20
21	22	23	24	25	26
13:00 13:30 Executive (Flensburg		10:00 10:30 Development Control		10:30 11:00 Development Control	27
28	29	30	1 May	2	3
	18:45 19:15 COUNCIL (Chamber)		Elections		4

May 2008 - June 2008

June 2008

M	T	W	T	F	S	S
2	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						

May 2008

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
5 May	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
11:00 11:30 Annual Council (Char					
26	27	28	29	30	31
2	3	4	5	6	7
					1 June
					8