



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)