



PORTFOLIO AREA: ALL

Date of Meeting: 19 December 2002

Public

Key Decision: No

Recorded in Forward Plan: No

Inside Policy Framework

Title: DATES AND TIMES OF MEETINGS FOR 2003/04
Report of: HEAD OF LEGAL AND DEMOCRATIC SERVICES
Report reference: LDS.1/02

Summary:

To consider dates and times for meetings of the City Council, the Executive, Overview and Scrutiny Committees and the regulatory Committees for 2003/04 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 2003/04 Municipal Year, and on the following:-
 - (a) the suggestion to extend to a five weekly cycle the meetings of the Licensing and Regulatory Panel.
 - (b) The views of the Overview and Scrutiny Management Committee of 17 December 2002 which will be reported at your meeting.
 - (c) The Executive is asked to note that special Executive and City Council meetings may be required in connection with the Budget setting process in the early part of 2004.

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

- (2) That the dates and times for meetings of the Executive, which have been chosen by the Leader, be noted.
- (3) To note the consultation presently being undertaken on the possibility of combining the two election dates in 2004.

Contact Officer: Stephen Halstead

Ext: 7035

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 2003/04 Municipal Year.

1.1 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;
Licensing and Regulatory Panel	4 weekly.

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

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 Government is currently looking at the possibility of combining the local Council Elections, scheduled for 6 May 2004, with the European Parliamentary Elections which are scheduled for 10 June 2004. If the Government decides to combine the two elections, the Council would need to consider whether the date of the Annual Council meeting in 2004 should also be moved, given that it would be impractical to elect a Mayor and agree seats on Committees prior to the election where Councillors may or may not be returned. The Council Procedure Rules 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." Should the Government decide to combine the two elections and if Council were minded to move the date of the Annual Council meeting in 2004, it would be necessary to suspend the above Procedure Rule and additional meetings of Committees, etc would be scheduled for the period May/June 2004 as appropriate.

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 Licensing Manager, following consultation with the Chairman of the Licensing and Regulatory Panel, has indicated that, given the amount of normal business transacted at meetings of the Panel, the frequency of these meetings could be extended to a five week cycle instead of a four week cycle.

2.2 Consultation proposed.

This report is being referred to the Overview and Scrutiny Management Committee for consideration at their meeting on 17 December 2002. Their views will be reported to the Executive on 19 December 2002.

3. STAFFING/RESOURCES COMMENTS

3.0 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

4.0 The Head of Financial Services has indicated that the Budget process will be reviewed shortly in the light of experience with the 2003/04 Budget. Dates may need to be arranged for special meetings of the Executive and the City Council on the Budget in early 2004. The Leader will be asked to agree any dates for special Executive meetings. Proposals for any special Council meetings will be submitted to the City Council for approval.

5. LEGAL COMMENTS

5.0 None

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. 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 2003/04 Municipal Year, and on the following:-

- (a) the suggestion to extend to a five weekly cycle the meetings of the Licensing and Regulatory Panel.
- (b) the views of the Overview and Scrutiny Management Committee of 17 December 2002 which will be reported at your meeting.
- (c) The Executive is asked to note that special Executive and City Council meetings may be required in connection with the Budget setting process in the early part of 2004.

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

(3) To note the consultation presently being undertaken on the possibility of combining the two election dates in 2004.

12. REASONS FOR RECOMMENDATIONS

12.0 In order to recommend to the City Council a schedule of dates and times for meetings in the 2003/04 Municipal Year as required by Procedure Rule 1.1(ix).

May 2003 - June 2003

May 2003							June 2003						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
18							22						
19	5	6	7	8	9	10	23	2	3	4	5	6	7
20	12	13	14	15	16	17	24	9	10	11	12	13	14
21	19	20	21	22	23	24	25	16	17	18	19	20	21
22	26	27	28	29	30	31	26	23	24	25	26	27	28
							27	30					

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
19 May 14:00 14:30 ANNUAL COUNCIL	20	21	22	23	24
					25
26 SPRING BANK HOLIDAY	27	28 14:00 14:30 LICENSING PANEL	29 14:00 14:30 O+S MANAGEMENT	30	31
					1 June
2 13:00 13:30 EXECUTIVE	3	4 10:00 10:30 DEVELOPMENT CON	5 14:00 14:30 COMMUNITY O+S	6 10:30 11:00 DEVELOPMENT CON	7
					8
9 11:30 12:00 JMT	10	11	12 14:00 14:30 CORPORATE RESOU	13	14
					15
16	17	18	19 10:00 10:30 INFRASTRUCTURE O	20	21
					22

6.

June 2003 - July 2003

June 2003							July 2003								
	M	T	W	T	F	S	S		M	T	W	T	F	S	S
22								27							
23	2	3	4	5	6	7	8	28	7	8	9	10	11	12	13
24	9	10	11	12	13	14	15	29	14	15	16	17	18	19	20
25	16	17	18	19	20	21	22	30	21	22	23	24	25	26	27
26	23	24	25	26	27	28	29	31	28	29	30	31			
27	30														

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
23 June	24	25	26	27	28
		14:00 14:30 LICENSING PANEL			29
30	1 July	2	3	4	5
13:00 13:30 EXECUTIVE			14:00 14:30 O+S MANAGEMENT		6
7	8	9	10	11	12
11:30 12:00 JMT					13
14	15	16	17	18	19
	18:45 19:15 COUNCIL	10:00 10:30 DEVELOPMENT CON	14:00 14:30 COMMUNITY O+S	10:30 11:00 DEVELOPMENT CON	20
21	22	23	24	25	26
		14:00 14:30 LICENSING PANEL	14:00 14:30 CORPORATE RESOU		27

August 2003

July 2003							August 2003								
	M	T	W	T	F	S	S		M	T	W	T	F	S	S
27		1	2	3	4	5	6	31	4	5	6	7	8	9	10
28	7	8	9	10	11	12	13	32	11	12	13	14	15	16	17
29	14	15	16	17	18	19	20	33	18	19	20	21	22	23	24
30	21	22	23	24	25	26	27	34	25	26	27	28	29	30	31
31	28	29	30	31				35							

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
28 July	29	30	31	1 August	2
13:00 13:30 EXECUTIVE			10:00 10:30 INFRASTRUCTURE O		3
4	5	6	7	8	9
11:30 12:00 JMT					10
11	12	13	14	15	16
			14:00 14:30 O+S MANAGEMENT		17
18	19	20	21	22	23
		14:00 14:30 LICENSING PANEL			24
25	26	27	28	29	30
BANK HOLIDAY	13:00 13:30 EXECUTIVE	10:00 10:30 DEVELOPMENT CON	14:00 14:30 COMMUNITY O+S	10:30 11:00 DEVELOPMENT CON	31

8.

September 2003

September 2003

October 2003

	M	T	W	T	F	S	S
36	1	2	3	4	5	6	7
37	8	9	10	11	12	13	14
38	15	16	17	18	19	20	21
39	22	23	24	25	26	27	28
40	29	30					

	M	T	W	T	F	S	S
41			1	2	3	4	5
42	6	7	8	9	10	11	12
43	13	14	15	16	17	18	19
44	20	21	22	23	24	25	26
	27	28	29	30	31		

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
1 September	2	3	4	5	6
11:30 12:00 JMT			14:00 14:30 CORPORATE RESOU		
					7
8	9	10	11	12	13
	18:45 19:15 COUNCIL		10:00 10:30 INFRASTRUCTURE O		
					14
15	16	17	18	19	20
		14:00 14:30 LICENSING PANEL			
					21
22	23	24	25	26	27
13:00 13:30 EXECUTIVE			14:00 14:30 O+S MANAGEMENT		
					28
29	30	1 October	2	3	4
11:30 12:00 JMT					
					5

9.

October 2003 - November 2003

October 2003

	M	T	W	T	F	S	S
40			1	2	3	4	5
41	6	7	8	9	10	11	12
42	13	14	15	16	17	18	19
43	20	21	22	23	24	25	26
44	27	28	29	30	31		

November 2003

	M	T	W	T	F	S	S
44						1	2
45	3	4	5	6	7	8	9
46	10	11	12	13	14	15	16
47	17	18	19	20	21	22	23
48	24	25	26	27	28	29	30

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
6 October	7	8	9	10	11
		10:00 10:30 DEVELOPMENT CON	14:00 14:30 COMMUNITY O+S	10:30 11:00 DEVELOPMENT CON	
					12
13	14	15	16	17	18
		14:00 14:30 LICENSING PANEL	14:00 14:30 CORPORATE RESOU		
					19
20	21	22	23	24	25
13:00 13:30 EXECUTIVE			10:00 10:30 INFRASTRUCTURE O		
					26
27	28	29	30	31	1 November
11:30 12:00 JMT					
					2
3	4	5	6	7	8
	18:45 19:15 COUNCIL		14:00 14:30 O+S MANAGEMENT		
					9

10.

November 2003 - December 2003

November 2003

December 2003

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
10 November	11	12	13	14	15
		14:00 14:30 LICENSING PANEL			16
17	18	19	20	21	22
13:00 13:30 EXECUTIVE		10:00 10:30 DEVELOPMENT CON	14:00 14:30 COMMUNITY O+S	10:30 11:00 DEVELOPMENT CON	23
24	25	26	27	28	29
11:30 12:00 JMT			14:00 14:30 CORPORATE RESOU		30
1 December	2	3	4	5	6
			10:00 10:30 INFRASTRUCTURE O		7
8	9	10	11	12	13
		14:00 14:30 LICENSING PANEL			14

December 2003 - January 2004

December 2003

January 2004

	M	T	W	T	F	S	S
49	1	2	3	4	5	6	7
50	8	9	10	11	12	13	14
51	15	16	17	18	19	20	21
52	22	23	24	25	26	27	28
53	29	30	31				

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
15 December 13:00 13:30 EXECUTIVE	16	17	18 14:00 14:30 O+S MANAGEMENT	19	20
					21
22 11:30 12:00 JMT	23	24	25 CHRISTMAS DAY	26 BOXING DAY	27
					28
29	30	31	1 January 04 NEW YEARS DAY		2
					3
					4
5	6	7 10:00 10:30 DEVELOPMENT CON 14:00 14:30 LICENSING PANEL	8 14:00 14:30 COMMUNITY O+S	9 10:00 10:30 DEVELOPMENT CON	10
					11
12	13 18:45 19:15 COUNCIL	14	15 14:00 14:30 CORPORATE RESOU	16	17
					18

12.

January 2004 - February 2004

January 2004							February 2004								
	M	T	W	T	F	S	S		M	T	W	T	F	S	S
1				1	2	3	4	5							1
2	5	6	7	8	9	10	11	6	2	3	4	5	6	7	8
3	12	13	14	15	16	17	18	7	9	10	11	12	13	14	15
4	19	20	21	22	23	24	25	8	16	17	18	19	20	21	22
5	26	27	28	29	30	31		9	23	24	25	26	27	28	29

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
19 January	20	21	22	23	24
13:00 13:30 EXECUTIVE			10:00 10:30 INFRASTRUCTURE O		25
26	27	28	29	30	31
11:30 12:00 JMT			10:00 10:30 O+S MANAGEMENT		1 February
2	3	4	5	6	7
		14:00 14:30 LICENSING PANEL			8
9	10	11	12	13	14
		10:00 10:30 DEVELOPMENT CON	14:00 14:30 COMMUNITY O+S	10:30 11:00 DEVELOPMENT CON	15
16	17	18	19	20	21
13:00 13:30 EXECUTIVE			14:00 14:30 CORPORATE RESOU		22

13.

February 2004 - March 2004

February 2004							March 2004								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
5							1	10	1	2	3	4	5	6	7
6	2	3	4	5	6	7	8	11	8	9	10	11	12	13	14
7	9	10	11	12	13	14	15	12	15	16	17	18	19	20	21
8	16	17	18	19	20	21	22	13	22	23	24	25	26	27	28
9	23	24	25	26	27	28	29	14	29	30	31				

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
23 February 11:30 12:00 JMT	24	25	26	27	28
1 March	2 18:45 19:15 COUNCIL	3 14:00 14:30 LICENSING PANEL	4 10:00 10:30 INFRASTRUCTURE O	5	6
8	9	10 14:00 14:30 O+S MANAGEMENT	11	12	13
15 13:00 13:30 EXECUTIVE	16	17	18	19	20
22 11:30 12:00 JMT	23	24 10:00 10:30 DEVELOPMENT CON	25 14:00 14:30 COMMUNITY O+S	26 10:30 11:00 DEVELOPMENT CON	27
					28

14.

April 2004

March 2004

April 2004

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
29 March	30	31	1 April	2	3
		14:00 14:30 LICENSING PANEL	14:00 14:30 CORPORATE RESOU		4
5	6	7	8	9	10
				GOOD FRIDAY	11
12	13	14	15	16	17
EASTER MONDAY			10:00 10:30 INFRASTRUCTURE O		18
19	20	21	22	23	24
13:00 13:30 EXECUTIVE			14:00 14:30 O+S MANAGEMENT		25
26	27	28	29	30	1 May
11:30 12:00 JMT	18:45 19:15 COUNCIL	10:00 10:30 DEVELOPMENT CON 14:00 14:30 LICENSING PANEL		10:30 11:00 DEVELOPMENT CON	2

15.

May 2004

May 2004

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						

June 2004

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 May MAY DAY BANK HOLIDAY	4	5	6 CITY COUNCIL ELECTIONS	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29
31	1 June	2	3	4	5
					6
					9
					16
					23
					30

Stephen Halstead

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04/12/02