



PORTFOLIO AREA: ALL

Date of Meeting: 20 December 2004

Public

Key Decision: No

Recorded in Forward Plan: No

Inside Policy Framework

Title: DATES AND TIMES OF MEETINGS FOR 2005/06
Report of: HEAD OF LEGAL AND DEMOCRATIC SERVICES
Report reference: LDS.57/04

Summary:

To consider dates and times for meetings of the City Council, the Executive, Overview and Scrutiny Committees and the regulatory Committees for 2005/06 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 2005/06 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: 7035

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 2005/06 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;
Licensing and Regulatory Panel	5 weekly.

Meetings of the Standards Committee, Appeals Panel, Employment Panel 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 Overview and Scrutiny Manager has advised that the Overview and Scrutiny Management Committee scheduled for the beginning of the Municipal Year on 2 June 2005 may not be required depending on whether there is any business to be transacted at the meeting.

With regard to Licensing, a separate report is being considered by the Licensing and Regulatory Panel on revised arrangements following the City Council assuming responsibility for liquor and other licensing activities. The City Council will be

recommended to re-name the Licensing and Regulatory Panel as the Regulatory Panel and set up a separate Licensing Committee to deal with matters arising under the Licensing Act 2003 as required by the legislation. The recommended dates for the Licensing and Regulatory Panel will stand for the Regulatory Panel. With regard to dates for the Licensing Committee, it is recommended that its meetings co-incide with dates of the Regulatory Panel and take place upon the conclusion of the said Regulatory Panel meetings as it is proposed that the same Members will be involved in both Committees.

2.2 Consultation proposed.

This report is being considered by the Overview and Scrutiny Management Committee at their meeting on 21 December 2004. Their views will be reported to the City Council on 18 January 2005.

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. It is anticipated, however, that there will be an increased demand on both Committee support and legal staff in servicing the new licensing arrangements, particularly during the initial assumption of the new responsibilities by the Council.

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.

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 2005/06 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 2005/06 Municipal Year as required by Procedure Rule 1.1(ix).

J M EGAN
HEAD OF LEGAL AND DEMOCRATIC SERVICES

May 2005 - June 2005

May 2005							June 2005						
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
23 May 11:00 11:30 ANNUAL COUNCIL	24	25	26	27	28
					29
30 SPRING BANK HOLIDAY	31	1 June	2	3	4
		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	5
6	7	8	9	10	11
			14:00 14:30 Community O+S		12
13 13:00 13:30 Executive	14	15	16	17	18
			14:00 14:30 Corporate Resources		19
20	21	22	23	24	25
			10:00 10:30 Infrastructure O+S		26

July 2005

June 2005

M	T	W	T	F	S	S
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 2005

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	31

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

August 2005

August 2005							September 2005						
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
1 August 13:00 13:30 Executive	2	3	4 10:00 10:30 Infrastructure O+S	5	6
8	9	10 14:00 14:30 Regulatory Panel 15:00 15:30 Licensing Committee	11	12	13
15	16	17 10:30 11:00 Development Control	18 14:00 14:30 Overview and Scrutiny	19 10:30 11:00 Development Control	20
22	23	24	25	26	27
29 BANK HOLIDAY	30 13:00 13:30 Executive	31	1 September 14:00 14:30 Community O+S	2	3
					4

September 2005 - October 2005

September 2005

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		

October 2005

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
5 September	6	7	8	9	10
			14:00 14:30 Corporate Resources		11
12	13	14	15	16	17
	18:45 19:15 Council	14:00 14:30 Regulatory Panel 15:00 15:30 Licensing Panel	10:00 10:30 Infrastructure O+S		18
19	20	21	22	23	24
					25
26	27	28	29	30	1 October
13:00 13:30 Executive		10:00 10:30 Development Control	14:00 14:30 Overview and Scrutiny	10:30 11:00 Development Control	2
3	4	5	6	7	8
					9

October 2005 - November 2005

October 2005							November 2005						
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
10 October	11	12	13	14	15
			14:00 14:30 Community O+S		16
17	18	19	20	21	22
		14:00 14:30 Regulatory Panel 15:00 15:30 Licensing Committee	14:00 14:30 Corporate Resources		23
24	25	26	27	28	29
13:00 13:30 Executive			10:00 10:30 Infrastructure O+S		30
31	1 November	2	3	4	5
					6
7	8	9	10	11	12
	18:45 19:15 Council	10:00 10:30 Development Control	14:00 14:30 Overview and Scrutir	10:30 11:00 Development Control	13

November 2005 - December 2005

November 2005						
M	T	W	T	F	S	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2005						
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
14 November	15	16	17	18	19
					20
21	22	23	24	25	26
13:00 13:30 Executive		14:00 14:30 Regulatory Panel 15:00 15:30 Licensing Committee	14:00 14:30 Community O+S		27
28	29	30	1 December	2	3
			14:00 14:30 Corporate Resources		4
5	6	7	8	9	10
			10:00 10:30 Infrastructure O+S		11
12	13	14	15	16	17
		10:00 10:30 Development Control	14:00 14:30 Overview and Scrutir	10:30 11:00 Development Control	18

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December 2005 - January 2006

December 2005

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	

January 2006

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
19 December	20	21	22	23	24
13:00 13:30 Executive					25
26	27	28	29	30	31
BANK HOLIDAY	BANK HOLIDAY				
					1 January 06
2	3	4	5	6	7
BANK HOLIDAY		14:00 14:30 Regulatory Panel 15:00 15:30 Licensing Committee			8
9	10	11	12	13	14
			14:00 14:30 Community O+S		15
16	17	18	19	20	21
	18:45 19:15 Council		14:00 14:30 Corporate Resources		22

January 2006 - February 2006

January 2006							February 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					
30	31												

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

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March 2006

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

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

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April 2006

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
3 April	4	5	6	7	8
			14:00 14:30 Corporate Resources		9
10	11	12	13	14	15
		14:00 14:30 Regulatory Panel 15:00 15:30 Licensing Committee		GOOD FRIDAY	16
17	18	19	20	21	22
EASTER MONDAY		10:00 10:30 Development Control	10:00 10:30 Infrastructure O+S	10:30 11:00 Development Control	23
24	25	26	27	28	29
13:00 13:30 Executive			14:00 14:30 Overview and Scrutir		30
1 May	2	3	4	5	6
BANK HOLIDAY	18:45 19:15 Council		CITY COUNCIL ELECTIONS		7

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
8 May	9	10	11	12	13
					14
					15
					16
					17
					18
					19
					20
					21
					22
11:00 11:30 Annual Council					23
					24
					25
					26
					27
					28
					29
					30
					31
				1 June	2
					3
					4
					5
					6
					7
					8
					9
					10
					11

Stephen Halstead

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10/12/2004