

REPORT TO EXECUTIVE

A6

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

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.

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.

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.

LEGAL COMMENTS

5.0 These are incorporated in this report.

CORPORATE COMMENTS

6.0 None

RISK MANAGEMENT ASSESSMENT

- 7.0 Not applicable
- EQUALITY ISSUES
- 8.0 Not applicable
- ENVIRONMENTAL IMPLICATIONS
- 9.0 Not applicable
- CRIME AND DISORDER IMPLICATIONS
- 10.0 Not applicable
- 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.
- 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

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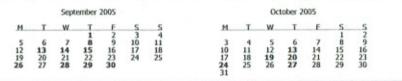
Stephen Halstead

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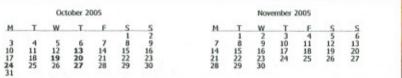
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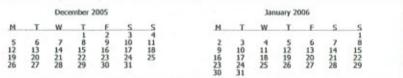
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Stephen Halstead			11		10/17/2004