



REPORT TO EXECUTIVE

PORTFOLIO AREA: ALL

Date of Meeting: 19 November 2007

Public

Key Decision: No

Recorded in Forward Plan:

No

Inside Policy Framework

Title: DATES AND TIMES OF MEETINGS FOR 2008/09
Report of: DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES
Report reference: LDS.96/07

Summary:

To consider dates and times of meetings for meetings of the City Council, the Executive, Overview and Scrutiny Committees and the regulatory Committees for 2008/09 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 2008/09 Municipal Year.
- (2) That the dates and times for meetings of the Executive, which have been chosen by the Leader, be noted.

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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

1.1 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 2008/09 Municipal Year.

1.2 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

The Audit Committee will meet in June, September, January and April. Dates have been set.

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

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

1.5 With regard to the Budget process, the Executive meeting scheduled for Monday 17 November 2008 will consider the initial draft Budget reports. Efforts will be made to restrict the items of business on the agenda to budget reports only. If this is not possible, an additional Special budget meeting may have to be arranged. These will be put out to consultation with the Overview and Scrutiny Committees as follows:-

Community – Thursday 20 November 2008;
Infrastructure – Thursday 27 November 2008;
Corporate Resources – Thursday 4 December 2008;
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 8 December 2008.

The Executive will then meet on Monday 15 December 2008 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 8 January 2009 with observations being considered by the Executive at their meeting on 19 January 2009.

The budget proposal will then go to a Special meeting of the City Council on 3 February 2009.

- 1.6 The Best Value Performance Plan process may be changed. Until formal advice is received from the Government, dates have been scheduled in line with the current arrangement with a Special Executive on 23 June 2008 and a Special Council on 26 June 2008 to ensure formal approval by the end of June 2008. If these are not required they can be deleted.
- 1.7 The Statement of Accounts also needs to be approved by the City Council by the end of June and could also be submitted to the Special City Council meeting on 26 June 2008.

2. CONSULTATION

2.1 Consultation to Date.

Consultation has taken place with the Overview and Scrutiny Management Committee, the Leader and the Senior Management Team.

2.2 Consultation proposed.

The views of the Executive and the Overview and Scrutiny Management Committee will be reported to the City Council on 15 January 2008.

3. RECOMMENDATIONS

- 3.1 The observations of the Executive are requested for submission to the City Council on the schedule of dates and times for meetings in the 2008/09 Municipal Year.

- 3.2 That the dates and times for meetings of the Executive, which have been chosen by the Leader, be noted.

4. REASONS FOR RECOMMENDATIONS

- 4.1 In order to recommend to the City Council a schedule of dates and times for meetings covering the 2008/09 Municipal Year as required by Procedure Rule 1.1(ix).

5. IMPLICATIONS

- Staffing/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.
- Financial – The meetings necessary for the Budget process have been scheduled into the Calendar of Meetings.

The Council budget meeting is currently scheduled for 3 February 2009. 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.

The Statement of Accounts would need to be approved by the City Council before the end of June 2008 and will, therefore, be submitted to the special City Council meeting on 26 June 2008.

- Legal – comments are incorporated in the report.
- Corporate – not applicable.
- Risk Management – not applicable.
- Equality and Disability – not applicable.
- Environmental – not applicable.
- Crime and Disorder – not applicable.

- Impact on Customers – the schedule of dates and times of meetings for 2008/09 would be available for all customers on the Council's web site.

J M EGAN

DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES

May 2008 - June 2008

May 2008							June 2008						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
5	6	7	1	2	3	4	2	3	4	5	6	7	8
12	13	14	8	9	10	11	9	10	11	12	13	14	15
19	20	21	15	16	17	18	16	17	18	19	20	21	22
26	27	28	22	23	24	25	23	24	25	26	27	28	29
			29	30	31		30						

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
5 May	6	7	8	9	10
BANK HOLIDAY					11
12	13	14	15	16	17
					18
19	20	21	22	23	24
11:00 11:30 Annual Council			13:00 JMT		25
26	27	28	29	30	31
BANK HOLIDAY		09:45 Development Control 10:00 Development Control 14:00 Regulatory Panel 15:00 Licensing Committee		10:30 Development Control	1 June
2	3	4	5	6	7
13:00 Executive			10:00 Community Overview 13:00 JMT		8

June 2008 - July 2008

June 2008							July 2008						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
9 June	10	11	12	13	14
			10:00 Corporate Resources		
					15
16	17	18	19	20	21
			10:00 Infrastructure Overvi 13:00 JMT		
					22
23	24	25	26	27	28
10:00 Audit Committee 13:00 Executive (Special)			18:45 CITY COUNCIL (Spec		
					29
30	1 July	2	3	4	5
13:00 Executive		14:00 Regulatory Panel	10:00 O&S Management Co 13:00 JMT		
					6
7	8	9	10	11	12
		10:00 Development Control		10:30 Development Control	
					13

July 2008 - August 2008

July 2008							August 2008						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	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	30	31

Monday		Tuesday		Wednesday		Thursday		Friday		Sat/Sun	
14 July		15		16		17		18		19	
		18:45 CITY COUNCIL				10:00 Community Overview 13:00 JMT					
										20	
21		22		23		24		25		26	
						10:00 Corporate Resources					
										27	
28		29		30		31		1 August		2	
13:00 Executive						10:00 Infrastructure O&S C 13:00 JMT					
										3	
4		5		6		7		8		9	
				14:00 Regulatory Panel							
										10	
11		12		13		14		15		16	
						13:00 JMT					
										17	

August 2008 - September 2008

August 2008							September 2008						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28
							29	30					

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
18 August	19	20	21	22	23
		10:00 Development Control		10:30 Development Control	
					24
25	26	27	28	29	30
BANK HOLIDAY	13:00 Executive		10:00 Community Overview 13:00 JMT		
					31
1 September	2	3	4	5	6
			10:00 Corporate Resources		
					7
8	9	10	11	12	13
18:45 CITY COUNCIL	14:00 Regulatory Panel 15:00 Licensing Committee	10:00 Infrastructure Overview 13:00 JMT			
					14
15	16	17	18	19	20
					21

September 2008 - October 2008

September 2008							October 2008						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

Monday		Tuesday	Wednesday	Thursday	Friday	Sat/Sun
22 September		23	24	25	26	27
13:00 Executive			13:00 JMT	10:00 Audit Committee		
						28
29		30	1 October	2	3	4
		10:00 Development Control	10:00 Overview and Scrutin	10:30 Development Control		
						5
6		7	8	9	10	11
			10:00 Community Overview 13:00 JMT			
						12
13		14	15	16	17	18
		14:00 Regulatory Panel	10:00 Corporate Resources			
						19
20		21	22	23	24	25
13:00 Executive			10:00 Infrastructure Overvie 13:00 JMT			
						26

November 2008

October 2008							November 2008						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
27 October	28	29	30	31	1 November
					2
3	4	5	6	7	8
	18:45 CITY COUNCIL		13:00 JMT		9
10	11	12	13	14	15
		10:00 Development Control		10:30 Development Control	16
17	18	19	20	21	22
13:00 Executive (reserved f		14:00 Regulatory Panel	10:00 Community Overview 13:00 JMT		23
24	25	26	27	28	29
			10:00 Infrastructure Overvi		30

December 2008

December 2008							January 2009						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
1 December	2	3	4	5	6
			10:00 Corporate Resources 13:00 JMT		
					7
8	9	10	11	12	13
13:00 Executive (Special) -					
					14
15	16	17	18	19	20
13:00 Executive		10:00 Development Control 14:00 Regulatory Panel	13:00 JMT	10:30 Development Control	
					21
22	23	24	25	26	27
			CHRISTMAS DAY	BOXING DAY	
					28
29	30	31	1 January 09	2	3
			NEW YEAR'S DAY		
					4

January 2009 - February 2009

January 2009							February 2009						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
5	6	7	1	2	3	4	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
5 January	6	7	8	9	10
			10:00 Corporate Resources 13:00 JMT		11
12	13	14	15	16	17
	18:45 CITY COUNCIL	10:00 Audit Committee	10:00 Community Overview		18
19	20	21	22	23	24
13:00 Executive		14:00 Regulatory Panel 15:00 Licensing Committee	10:00 Infrastructure O&S C 13:00 JMT		25
26	27	28	29	30	31
		10:00 Development Control	10:00 O&S Management Co	10:30 Development Control	1 February
2	3	4	5	6	7
	18:45 CITY COUNCIL (SPEC		13:00 JMT		8

February 2009 - March 2009

February 2009							March 2009						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28		23	24	25	26	27	28	29
							30	31					

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
9 February	10	11	12	13	14
			10:00 Community Overview		
					15
16	17	18	19	20	21
13:00 Executive			10:00 Corporate Resources 13:00 JMT		
					22
23	24	25	26	27	28
		14:00 Regulatory Panel	10:00 Infrastructure Overvi		
					1 March
2	3	4	5	6	7
18:45 CITY COUNCIL			13:00 JMT		
					8
9	10	11	12	13	14
		10:00 Development Control		10:30 Development Control	
					15

March 2009 - April 2009

March 2009						April 2009					
M	T	W	T	F	S	M	T	W	T	F	S
					S						S
1					1			1	2	3	4
2	3	4	5	6	7	6	7	8	9	10	11
9	10	11	12	13	14	13	14	15	16	17	18
16	17	18	19	20	21	20	21	22	23	24	25
23	24	25	26	27	28	27	28	29	30		26
30	31										

Monday		Tuesday	Wednesday	Thursday	Friday	Sat/Sun
16 March		17	18	19	20	21
13:00 Executive			13:00 JMT			
						22
23	24	25	26	27	28	
			10:00 Community Overview			29
30	31	1 April	2	3	4	
		14:00 Regulatory Panel 15:00 Licensing Committee	10:00 Corporate Resources 13:00 JMT			5
6	7	8	9	10	11	
		10:00 Audit Committee	10:00 Infrastructure Overvi	GOOD FRIDAY		12
13	14	15	16	17	18	
EASTER MONDAY	13:00 Executive		13:00 JMT			19

April 2009 - May 2009

April 2009							May 2009						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
20 April	21	22	23	24	25
		10:00 Development Control	10:00 O&S Management Co	10:30 Development Control	
					26
27	28	29	30	1 May	2
	18:45 CITY COUNCIL		13:00 JMT		
					3
4	5	6	7	8	9
BANK HOLIDAY			ELECTIONS		
					10
11	12	13	14	15	16
					17
18	19	20	21	22	23
11:00 ANNUAL COUNCIL					
					24