

CARLISLE CITY COUNCIL

Report to:- **CITY COUNCIL**

Date of Meeting:- **15 January 2008**

Agenda Item No:-

Public

Operational

Delegated: Yes

Accompanying Comments and Statements

Required

Included

Environmental Impact Statement:

No

No

Corporate Management Team Comments:

No

No

Financial Comments:

Yes

Yes

Legal Comments:

Yes

Yes

Personnel Comments:

No

No

Impact on Customers:

Yes

Yes

Title:-

DATES AND TIMES OF MEETINGS 2008/09

Report of:-

DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES

Report reference:-

LDS.05/08

Summary:-

A report which was submitted to the Executive on 19 November 2007 relating to the dates and times of meetings for 2008/09 is appended to this report for consideration. The Executive noted the dates and times of Regulatory and Overview and Scrutiny meetings but noted that it is a matter for the Leader to choose the dates and times of the Executive meetings and proposed that there should be a special meeting of the Executive arranged in November 2008 to consider the budget reports. The Leader has subsequently selected the dates of Executive meetings and they have been included in the Schedule of meetings appended to the report.

The Overview and Scrutiny Management Committee on 4 October 2007 had considered and agreed the dates and times for Overview and Scrutiny Committee meetings. The Management Committee considered the dates before the Leader finalised the dates of Executive meetings for consideration of budgetary matters. In order to allow Overview and Scrutiny an opportunity to consider budgetary reports, it will be necessary to alter the

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

Overview and Scrutiny meeting cycle for November / December 2008. This may be achieved by arranging a special meeting, but it is considered that the best option would be to move the cycle of Overview and Scrutiny meetings by one week, so that they would meet on the following dates:

- Community Overview and Scrutiny Committee on 27 November 2008;
- Infrastructure Overview and Scrutiny Committee on 4 December 2008;
- Corporate Resources Overview and Scrutiny Committee on 11 December 2008.

As this represents a change to the decision of the Overview and Scrutiny Management Committee, the Chairmen of the Management Committee and the three Overview and Scrutiny Committees have been advised of this situation and the proposals to move the dates of Overview and Scrutiny Committee meetings and they are agreeable to these alterations.

The Schedule of meetings, attached as an Appendix, has also been amended to include joint meetings between the Executive and Parish Council representatives, as agreed at the last joint meeting in December 2007.

Recommendation:-

- (1) That the dates and times for meetings in the 2008/09 Municipal Year be approved as set out in the attached Schedule, including the re-scheduling of one cycle of Overview and Scrutiny Committee meetings at the end of November / beginning of December 2008.
- (2) That the dates and times of meetings of the Executive, chosen by the Leader, be noted.

Contact Officer: Elspeth MacKay

Ext: 7034

2 January 2008



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.

Contact Officer: Elspeth MacKay

Ext: 7034

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
			1	2	3	4							1
5	6	7	8	9	10	11	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	29
							30						

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
18 August	19	20 10:00 Development Control	21	22 10:00 Development Control	23
					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 Overv 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	6	7	1	2	3	4	5
8	9	10	11	12	13	14	13	14	15	16	17	18	19
15	16	17	18	19	20	21	20	21	22	23	24	25	26
22	23	24	25	26	27	28	27	28	29	30	31		
29	30												

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	10:00 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 Overvi 13:00 JMT		
					26

November 2008

October 2008

November 2008

M	T	W	T	F	S	S	M	T	W	T	F	S	S
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		10:00 Development Control	16
17	18	19	20	21	22
13:00 Executive		14:00 Regulatory Panel	13:00 JMT		23
24	25	26	27	28	29
13:00 Executive (Special - E			10:00 Community Overview		30

December 2008

December 2008

January 2009

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

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
1 December	2	3	4	5	6
			10:00 Infrastructure Overvi 13:00 JMT		7
8	9	10	11	12	13
19:00 Exec / Parish Council:			10:00 Corporate Resources		14
15	16	17	18	19	20
13:00 Executive		10:00 Development Control 14:00 Regulatory Panel	13:00 Executive (Special - E 13:00 JMT	10:00 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
			1	2	3	4							1
5	6	7	8	9	10	11	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	10:00 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		10:00 Development Control	15

March 2009 - April 2009

March 2009							April 2009						
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
16 March 13:00 Executive	17	18	19 13:00 JMT	20	21
23	24	25	26 10:00 Community Overview	27	28
30	31	1 April 14:00 Regulatory Panel 15:00 Licensing Committee	2 10:00 Corporate Resources 13:00 JMT	3	4
6	7	8 10:00 Audit Committee	9 10:00 Infrastructure Overv	10 GOOD FRIDAY	11
13 EASTER MONDAY	14 13:00 Executive	15	16 13:00 JMT	17	18
					19

April 2009 - May 2009

April 2009							May 2009						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
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	10:00 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