

# CARLISLE CITY COUNCIL

Report to:- **COUNCIL**  
Date of Meeting:- 21 MAY 2012

Agenda Item No:-

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**Public**

**Operational/Information**

**Delegated: Yes**

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Title:- **DATES AND TIMES OF MEETINGS 2012/13**  
Report of:- **DIRECTOR OF GOVERNANCE**  
Report reference:- **GD.31/12**

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## **Summary:-**

Pursuant to Council Procedure Rule 1.1 (ix) Council are asked to note and approve the schedule of ordinary meetings of the City Council and Committees for the municipal year 2012/13 as set out in the Schedule attached to this report.

## **Recommendation:-**

That the City Council note and approve the schedule of ordinary meetings of the Council and Committees for the municipal year 2012/13 as set out in the schedule attached to this report.

**Contact Officer:** Rachel Rooney

**Ext:** 7039

M D Lambert  
Director of Governance  
May 2012

# CARLISLE CITY COUNCIL

Report to:- **COUNCIL**  
Date of Meeting:- 10 January 2012 Agenda Item No:-

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Public	Operational/Information	Delegated: Yes
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Title:- **DATES AND TIMES OF MEETINGS 2012/13**  
Report of:- **ASSISTANT DIRECTOR (GOVERNANCE)**  
Report reference:- **GD.03/12**

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## Summary:-

The attached report relating to the dates and times of meetings for 2011/12 was submitted to the Executive on 22 November 2011. The Executive recommended that the City Council agree the Schedule of dates and times of meetings in the 2012/13 Municipal Year as set out in the calendar attached as an Appendix. The Executive also noted the dates and times of meetings of the Executive as chosen by the Leader.

## Recommendation:-

- (1) That the dates and times of meetings in the Municipal Year 2012/13 be approved as set out in the attached Schedule.
  
- (2) That the dates and times of meetings of the Executive as chosen by the Leader be noted.

**Contact Officer:** Rachel Rooney **Ext:** 7039

M Lambert  
Assistant Director (Governance)  
January 2012



# REPORT TO EXECUTIVE

## PORTFOLIO AREA: ALL

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Date of Meeting: 22 November 2011

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Public

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Key Decision: No

Recorded in Forward Plan:

No

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Inside Policy Framework

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**Title: DATES AND TIMES OF MEETINGS FOR 2012/13**

**Report of: ASSISTANT DIRECTOR (GOVERNANCE)**

**Report reference: GD.63/11**

### Summary:

To consider dates and times for meetings of the City Council, the Executive, Overview and Scrutiny Panels and the regulatory Committees for 2012/13 in order to make a recommendation to the City Council.

### Recommendations:

- (1) The observations of the Executive are requested on the schedule of dates and times for meetings in the 2012/13 Municipal Year for submission to the City Council.
- (2) That the dates and times for meetings of the Executive, which have been chosen by the Leader, be noted.

**Contact Officer:** Rachel Rooney

**Ext:** 7039

**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 Panels and the Regulatory Committees for the 2012/13 Municipal Year.

1.2 The current frequency of meetings is as follows:-

City Council (ordinary meetings)	8 weekly;
Overview and Scrutiny Panels	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 July, 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 Panels have been scheduled to meet at 10.00am on Thursday mornings, as is current practice. Comments have been raised in the past with regard to disruption caused by arrangements for Executive Briefing meetings/JMT clashing with meetings of the Overview & Scrutiny Panels. The attached Schedule, if approved, would include Executive Briefings clashing with Overview & Scrutiny Panels on 21 June, 26 July, 18 October, 6 December 2011, 3 January, 17 January and 28 February and it may be on those occasions that the Executive Briefings, and perhaps meetings of the JMT, could be brought forward to the Wednesday afternoon.

1.5 With regard to the Budget process, the Executive meeting scheduled for Monday 19 November 2012 will be an ordinary meeting that will also include consideration of the initial draft Budget reports. The budget reports will be put out to consultation with the Overview and Scrutiny Committees as follows:-

Community – Thursday 22 November 2012;

Environment and Economy – Thursday 29 November 2012;

Resources – Tuesday 4 December 2012

The observations of the Overview and Scrutiny Panels will be considered at a further special Executive meeting on Thursday 13 December 2012.

The Executive will then meet on Monday 17 December 2012 to formally agree its draft Budget for further consultation. This will be submitted to the ordinary scheduled meeting of the Resources Overview and Scrutiny Panel on Thursday 3 January 2013 with observations being considered by the Executive at their meeting on 14 January 2013.

The budget proposal will then go to a Special meeting of the City Council on 5 February 2013. At this stage there has been no other scheduled Special Executive or Council meetings to consider amended budget resolutions, as has happened in previous years.

- 1.6 Arrangements will be made for Tripartite Meetings to take place in September, December and March.

## **2. CONSULTATION**

- 2.1 Consultation to Date.

Consultation has taken place with the Leader and the Senior Management Team.

The Joint Scrutiny Chairs Group considered the draft timetable and supported the proposal under 1.4 of the report that where Executive Briefings clash with O&S Panels, consideration should be given to changing arrangements for the Executive Briefings listed in the report. The Group agreed that four dates for the Scrutiny Chairs Group be included in the Calendar.

- 2.2 Consultation had taken place with the Licensing Section, Economic Development and Resources on the scheduling of meetings. The Assistant Director (Resources) comments on the arrangements for considering and processing the Budget and the views of Economic Development on the schedule of Development Control meetings have been incorporated in the schedule of meetings attached.

- 2.3 Consultation proposed.

The views of the Executive and the Leader and Senior Management Team will be reported to the City Council on 10 January 2012.

### **3. RECOMMENDATIONS**

- 3.1 The observations of the Executive are requested on the schedule of dates and times for meetings in the 2012/13 Municipal Year for submission to the City Council.
- 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 2012/13 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 5 February 2013. 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.

- 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 2012/13 would be available for all customers on the Council's web site.

M D LAMBERT  
ASSISTANT DIRECTOR (GOVERNANCE)

# May 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1 6.45pm City Council	2	3 CITY COUNCIL ELECTIONS	4	5	6
7 BANK HOLIDAY	8	9	10	11	12	13
14	15	16	17	18	19	20
21 11.00am Annual Council	22	23	24	25	26	27
28	29	30 2.00pm Regulatory Panel 3.00pm Licensing Committee	31			



# June 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1 1.00pm Executive	2	3
4 BANK HOLIDAY	5 BANK HOLIDAY	6 9.45am Development Control Committee 10.00am Development Control Site Visits	7 10.00am Community Overview and Scrutiny Panel	8 10.00am Development Control Committee	9	10
11	12	13	14 10.00am Resources Overview and Scrutiny Panel	15	16	17
18	19	20	21 10.00am Environment and Economy Overview and Scrutiny Panel	22	23	24
25	26	27	28	29	30	

# July 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2 1.00pm Executive	3 10.00am Scrutiny Chairs Group	4 2.00pm Regulatory Panel	5	6	7	8
9	10	11 10.00am Development Control Site Visits	12 10.00am Audit Committee	13 10.00am Development Control Committee	14	15
16	17 6.45pm Council	18	19 10.00am Community Overview and Scrutiny Panel	20	21	22
23	24	25	26 10.00am Resources Overview and Scrutiny Panel	27	28	29
30	31					

# August 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2 10.00am Environment and Economy Overview and Scrutiny Panel	3	4	5
6 1.00pm Executive	7	8 2.00pm Regulatory Panel	9	10	11	12
13	14	15 10.00am Development Control Site Visits	16	17 10.00am Development Control Committee	18	19
20	21	22	23	24	25	26
27 BANK HOLIDAY	28	29	30 10.00am Resources Overview and Scrutiny Panel	31		

# September 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3 1.00pm Executive	4	5	6 10.00am Community Overview and Scrutiny Panel	7	8	9
10	11 6.45pm Council	12 2.00pm Regulatory Panel	13 10.00am Environment and Economy Overview and Scrutiny Panel	14	15	16
17	18	19	20	21	22	23
24	25	26 10.00am Development Control Site Visits  1.00pm Audit Committee	27	28 10.00am Development Control Committee	29	30

# October 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 1.00pm Executive	2	3	4	5	6	7
8	9	10	11 10.00am Community Overview and Scrutiny Panel	12	13	14
15	16	17 2.00pm Regulatory Panel 3.00pm Licensing Committee	18 10.00am Resources Overview and Scrutiny Panel	19	20	21
22	23	24	25 10.00am Environment and Economy Overview and Scrutiny Panel	26	27	28
29 1.00pm Executive	30	31				

# November 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1 10.00am Scrutiny Chairs Group	2	3	4
5	6	7 10.00am Development Control Site Visits	8	9 10.00am Development Control Committee	10	11
12	13 6.45pm Council	14	15	16	17	18
19 1.00pm Executive	20	21 2.00pm Regulatory Panel	22 10.00am Community Overview and Scrutiny Panel	23	24	25
26	27	28	29 10.00am Environment and Economy Overview and Scrutiny Panel	30		

# December 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4 10.00am Resources Overview and Scrutiny Panel	5	6	7	8	9
10	11	12 10.00am Development Control Site Visits	13 1.00pm Special Executive	14 10.00am Development Control Committee	15	16
17 1.00pm Executive	18	19	20	21	22	23
24	25 BANK HOLIDAY	26 BANK HOLIDAY	27	28	29	30
31						

# January 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1 BANK HOLIDAY	2 2.00pm Regulatory Panel 3.00pm Licensing Committee	3 10.00am Resources Overview and Scrutiny Panel	4	5	6
7	8 6.45pm Council	9	10 10.00am Community Overview and Scrutiny Panel	11 10.00am Audit Committee	12	13
14 1.00pm Executive	15	16	17 10.00am Environment and Economy Overview and Scrutiny Panel	18	19	20
21	22	23 10.00am Development Control Site Visits	24	25 10.00am Development Control Committee	26	27
28	29	30	31			



# February 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1 10.00am Scrutiny Chairs Group	2	3
4	5 6.45pm Special Council	6 2.00pm Regulatory Panel	7	8	9	10
11 1.00pm Executive	12	13	14 10.00am Community Overview and Scrutiny Panel	15	16	17
18	19	20	21 10.00am Resources Overview and Scrutiny Panel	22	23	24
25	26	27	28 10.00am Environment and Economy Overview and Scrutiny Panel			

# March 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5 6.45pm Council	6 10.00am Development Control Site Visits	7	8 10.00am Development Control Committee	9	10
11 1.00pm Executive	12	13 2.00pm Regulatory Panel	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28 10.00am Community Overview and Scrutiny Panel	29 GOOD FRIDAY	30	31

# April 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 EASTER MONDAY	2	3	4 10.00am Resources Overview and Scrutiny Panel	5	6	7
8 1.00pm Executive	9	10 10.00am Scrutiny Chairs Group	11 10.00am Environment and Economy Overview and Scrutiny Panel	12	13	14
15 10.00am Audit Committee	16	17 10.00am Development Control Site Visits 2.00pm Regulatory Panel 3.00pm Licensing Committee	18	19 10.00am Development Control committee	20	21
22	23	24	25	26	27	28
29	30 6.45pm Council					

# May 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2 CUMBRIA COUNTY COUNCIL ELECTIONS	3	4	5
6 BANK HOLIDAY	7	8	9	10	11	12
13	14	15	16	17	18	19
20 11.00am Annual Council	21	22	23	24	25	26
27 BANK HOLIDAY	28	29	30	31		