



**PORTFOLIO AREA: ALL**

**Date of Meeting:** 28 January 2002

**Public**

**Key Decision:** No

**Recorded in Forward Plan:** No

**Inside Policy Framework**

**Title:** DATES AND TIMES OF MEETINGS FOR 2002/03

**Report of:** CITY SOLICITOR AND SECRETARY

**Report reference:** TC.13/02

**Summary:**

To consider dates and times for meetings of the City Council, the Executive, Overview and Scrutiny Committees and the regulatory Committees for 2002/03 in order to make a recommendation to the City Council.

**Recommendations:**

- (1) That the schedule of dates and times for meetings of the City Council, Overview and Scrutiny Management Committee, the three Overview and Scrutiny Committees, the Development Control Committee and the Licensing and Regulatory Panel during the 2002/03 Municipal Year, as detailed in Appendix A, be recommended to the City Council for approval.
- (2) That the dates for meetings of the Executive, which have been chosen by the Leader, be noted and the City Council be recommended to agree a change to Paragraph 1.6 of the Executive Procedure Rules in the Constitution to provide for meetings of the Executive to be held at least 13 times a year rather than 15 times a year as at present. The Leader will report further regarding times for Executive meetings in the 2002/03 Municipal Year.

**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 2002/03 Municipal Year.

1.1 The current frequency of meetings is as follows:-

City Council (ordinary meetings)	8 weekly;
Overview and Scrutiny Management Committee	4 weekly;
Overview and Scrutiny Committees	6 weekly;
Executive (required to meet at least 15 times per year)	3 weekly;
Development Control Committee	6 weekly;
Licensing and Regulatory Panel	4 weekly.

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

1.2 Dates and times for meetings of the Executive are at the discretion of the Leader. He has advised that, after taking into account the views of Members and Officers involved in servicing the new structure, he wishes the frequency of Executive meetings to move to a meeting every 4 weeks rather than every 3 weeks. This would require a change in Paragraph 1.6 of the Executive Procedure Rules in the Constitution to provide for the Executive to meet at least 13 times a year rather than 15 as at present.

## 2. CONSULTATION

2.1 Consultation to Date.

The dates and times for meetings have been circulated to the Leader and Chief Officers for comment.

2.2 Consultation proposed.

It is proposed that this report be referred to the Overview and Scrutiny Management Committee so that any comments from the Overview and Scrutiny side can be reported to the City Council on 5 March 2002.

### **3. STAFFING/RESOURCES COMMENTS**

3.0 None

### **4. CITY TREASURER'S COMMENTS**

4.0 The City Treasurer has commented on the schedule of meetings with particular regard to the Budget process:-

The City Treasurer has requested the Executive meet on Thursday 19 December 2002 to take account of any late release of data from the DTLR on issues affecting the Budget.

He has also suggested that the Executive meet on Monday 27 January 2003 to consider consultation responses to the draft Budget in order that the final recommendations of the Executive can be agreed for forwarding to the City Council.

He has further suggested that a special meeting of the City Council be scheduled for Thursday 6 February 2003 to debate and agree the Budget for 2003/04.

The Council Tax can be set at the ordinary meeting of the City Council on 4 March 2003.

### **5. LEGAL COMMENTS**

5.0 None

### **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. RECOMMENDATIONS**

11.0 That the schedule of dates and times for meetings of the City Council, Overview and Scrutiny Management Committee, the three Overview and Scrutiny Committees, the Development Control Committee and the Licensing and Regulatory Panel during the 2002/03 Municipal Year, as detailed in Appendix A, be recommended to the City Council for approval.

11.1 That the dates for meetings of the Executive, which have been chosen by the Leader, be noted and the City Council be recommended to agree a change to Paragraph 1.6 of the Executive Procedure Rules in the Constitution to provide for meetings of the Executive to be held at least 13 times a year rather than 15 times a year as at present. The Leader will report further regarding times for Executive meetings in the 2002/03 Municipal Year.

## **12. REASONS FOR RECOMMENDATIONS**

12.0 In order to recommend to the City Council a schedule of dates and times for meetings in the 2002/03 Municipal Year.

J M EGAN

CITY SOLICITOR AND SECRETARY

# May 2002 - June 2002

May 2002							June 2002							
	M	T	W	T	F	S		M	T	W	T	F	S	S
18				1	2	3	4	5	22					
19	6	7	8	9	10	11	12		23	3	4	5	6	7
20	13	14	15	16	17	18	19		24	10	11	12	13	14
21	20	21	22	23	24	25	26		25	17	18	19	20	21
22	27	28	29	30	31				26	24	25	26	27	28

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
20 May 11:00 11:30 ANNUAL COUNCIL	21	22	23	24	25
					26
27 EXECUTIVE	28	29	30	31	1 June
		14:00 14:30 LICENSING AND REC	14:00 14:30 O/S MANAGEMENT C		2
3 BANK HOLIDAY	4 BANK HOLIDAY	5	6 14:00 14:30 COMMUNITY O/S CT	7	8
					9
10	11	12 10:00 10:30 DEVPT CONTROL ST	13 14:00 14:30 CORP RES O/S CTTE	14 10:30 11:00 DEVPT CONTROL CT	15
					16
17	18	19	20 10:00 10:30 INFRASTRUCTURE O	21	22
					23

# June 2002 - July 2002

June 2002							July 2002								
	M	T	W	T	F	S	S		M	T	W	T	F	S	S
22						1	2	27	1	2	3	4	5	6	7
23	3	4	5	6	7	8	9	28	8	9	10	11	12	13	14
24	10	11	12	13	14	15	16	29	15	16	17	18	19	20	21
25	17	18	19	20	21	22	23	30	22	23	24	25	26	27	28
26	24	25	26	27	28	29	30	31	29	30	31				

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
24 June	25	26	27	28	29
		14:00 14:30 LICENSING AND REC	14:00 14:30 O/S MANAGEMENT C		30
1 July	2	3	4	5	6
					7
8	9	10	11	12	13
EXECUTIVE		10:00 10:30 DEVPT CONTROL SI		10:30 11:00 DEVPT CONTROL CT	14
15	16	17	18	19	20
18:45 19:15 COUNCIL			14:00 14:30 COMMUNITY O/S CT		21
22	23	24	25	26	27
		14:00 14:30 LICENSING AND REC	14:00 14:30 O/S MANAGEMENT C		28



# August 2002

July 2002

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

August 2002

	M	T	W	T	F	S	S
31				1	2	3	4
32	5	6	7	8	9	10	11
33	12	13	14	15	16	17	18
34	19	20	21	22	23	24	25
35	26	27	28	29	30	31	

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
29 July	30	31	1 August	2	3
			14:00 14:30 CORP RES O/S CTTE		4
5	6	7	8	9	10
EXECUTIVE			10:00 10:30 INFRASTRUCTURE O		11
12	13	14	15	16	17
19	20	21	22	23	24
		10:00 10:30 DEVPT CONTROL ST 14:00 14:30 LICENSING AND REC	14:00 14:30 O/S MANAGEMENT C	10:30 11:00 DEVPT CONTROL CT	25
26	27	28	29	30	31
BANK HOLIDAY			14:00 14:30 COMMUNITY O/S CT		1 September

# September 2002

September 2002

October 2002

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

	M	T	W	T	F	S	S
40		1	2	3	4	5	6
41	7	8	9	10	11	12	13
42	14	15	16	17	18	19	20
43	21	22	23	24	25	26	27
44	28	29	30	31			

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
2 September	3	4	5	6	7
EXECUTIVE			14:00 14:30 CORP RES O/S CTTE		
9	10	11	12	13	14
18:45 19:15 COUNCIL			10:00 10:30 INFRASTRUCTURE O		
16	17	18	19	20	21
		14:00 14:30 LICENSING AND REC	14:00 14:30 O/S MANAGEMENT C		
23	24	25	26	27	28
30	1 October	2	3	4	5
EXECUTIVE		10:00 10:30 DEVPT CONTROL SI		10:30 11:00 DEVPT CONTROL CT	



# October 2002 - November 2002

October 2002								November 2002							
	M	T	W	T	F	S	S		M	T	W	T	F	S	S
40		1	2	3	4	5	6	44					1	2	3
41	7	8	9	10	11	12	13	45	4	5	6	7	8	9	10
42	14	15	16	17	18	19	20	46	11	12	13	14	15	16	17
43	21	22	23	24	25	26	27	47	18	19	20	21	22	23	24
44	28	29	30	31				48	25	26	27	28	29	30	

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
7 October	8	9	10	11	12
			14:00 14:30 COMMUNITY O/S CT		13
14	15	16	17	18	19
		14:00 14:30 LICENSING AND REC	14:00 14:30 O/S MANAGEMENT C		20
21	22	23	24	25	26
EXECUTIVE			14:00 14:30 CORP RES O/S CTTE		27
28	29	30	31	1 November	2
			10:00 10:30 INFRASTRUCTURE O		3
4	5	6	7	8	9
18:45 19:15 COUNCIL					10

# November 2002 - December 2002

November 2002

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	

December 2002

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
11 November	12	13	14	15	16
		10:00 10:30 DEVPT CONTROL ST 14:00 14:30 LICENSING AND REC	14:00 14:30 O/S MANAGEMENT C	10:30 11:00 DEVPT CONTROL CT	
					17
18	19	20	21	22	23
			14:00 14:30 COMMUNITY O/S CT		
					24
25	26	27	28	29	30
EXECUTIVE			14:00 14:30 CORP RES O/S CTTE		
					1 December
2	3	4	5	6	7
			10:00 10:30 INFRASTRUCTURE O		
					8
9	10	11	12	13	14
		14:00 14:30 LICENSING AND REC	14:00 14:30 O/S MANAGEMENT C		
					15

# December 2002 - January 2003

December 2002								January 2003							
	M	T	W	T	F	S	S		M	T	W	T	F	S	S
48							1	1							
49	2	3	4	5	6	7	8	2	6	7	8	9	10	11	12
50	9	10	11	12	13	14	15	3	13	14	15	16	17	18	19
51	16	17	18	19	20	21	22	4	20	21	22	23	24	25	26
52	23	24	25	26	27	28	29	5	27	28	29	30	31		
53	30	31													

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
16 December	17	18	19	20	21
		09:30 10:00 DEVPT CONTROL ST	EXECUTIVE	10:30 11:00 DEVPT CONTROL CT	
					22
23	24	25	26	27	28
		CHRISTMAS DAY	BOXING DAY		
					29
30	31	1 January 03	2	3	4
		NEW YEARS DAY			
					5
6	7	8	9	10	11
		14:00 14:30 LICENSING AND REC	10:00 10:30 O/S MANAGEMENT C 14:00 14:30 COMMUNITY O/S CT		
					12
13	14	15	16	17	18
EXECUTIVE	18:45 19:15 COUNCIL		14:00 14:30 CORP RES O/S CTTE		
					19

# January 2003 - February 2003

January 2003

February 2003

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

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
20 January	21	22	23	24	25
			10:00 10:30 INFRASTRUCTURE O		
					26
27	28	29	30	31	1 February
EXECUTIVE		10:00 10:30 DEVPT CONTROL ST		10:30 11:00 DEVPT CONTROL CT	
					2
3	4	5	6	7	8
EXECUTIVE		14:00 14:30 LICENSING AND REC	14:00 14:30 O/S MANAGEMENT C 18:45 19:15 COUNCIL (SPECIAL)		
					9
10	11	12	13	14	15
			14:00 14:30 COMMUNITY O/S CT		
					16
17	18	19	20	21	22
			14:00 14:30 CORP RES O/S CTTE		
					23

## March 2003

February 2003							March 2003							
	M	T	W	T	F	S		M	T	W	T	F	S	S
5						1	2	9					1	2
6	3	4	5	6	7	8	9	10	3	4	5	6	7	8
7	10	11	12	13	14	15	16	11	10	11	12	13	14	15
8	17	18	19	20	21	22	23	12	17	18	19	20	21	22
9	24	25	26	27	28			13	24	25	26	27	28	29
								14	31					30

[illegible]



# April 2003

March 2003

April 2003

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

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
31 March	1 April	2	3	4	5
EXECUTIVE		14:00 14:30 LICENSING AND REG	14:00 14:30 O/S MANAGEMENT C		
					6
7	8	9	10	11	12
			13:30 14:00 CORP RES O/S CTTE		
					13
14	15	16	17	18	19
		10:00 10:30 DEVAL CONTROL ST	10:00 10:30 INFRASTRUCTURE O	GOOD FRIDAY	
					20
21	22	23	24	25	26
EASTER MONDAY		10:00 10:30 DEVPT CONTROL ST		10:30 11:00 DEVPT CONTROL CT	
					27
28	29	30	1 May	2	3
EXECUTIVE	16:45 17:15 COUNCIL	14:00 14:30 LICENSING AND REG			
					4



# May 2003 - June 2003

May 2003							June 2003						
18	19	20	21	22	23	24	25	26	27	28	29	30	31
M	T	W	T	F	S	S	M	T	W	T	F	S	S
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

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

Elspeth Mackay

11

22/01/02