

REPORT TO EXECUTIVE

PORTFOLIO AREA: ALL

Date of Meeting: 28 January 2002

Public

Key Decision:

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

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 that 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.

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.

LEGAL COMMENTS

- 5.0 None
- CORPORATE COMMENTS
- 6.0 None
- RISK MANAGEMENT ASSESSMENT
- 7.0 Not applicable
- 8. EQUALITY ISSUES
- 8.0 Not applicable
- ENVIRONMENTAL IMPLICATIONS
- 9.0 Not applicable

CRIME AND DISORDER IMPLICATIONS

10.0 Not applicable

11. RECOMMENDATIONS

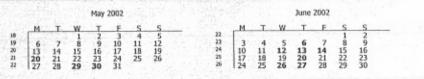
- 11.0 That the schedule of dates and times for meetings of the City Council, Overview and Scrutiny Management Committee, the three Overview and Scrutiny Committees, the Development Control Committee and the Licensing and Regulatory Panel during the 2002/03 Municipal Year, as detailed in Appendix A,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

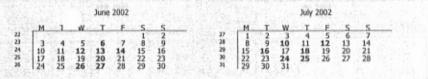
J M EGAN CITY SOLICITOR AND SECRETARY

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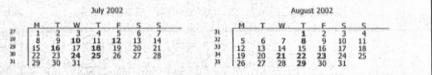
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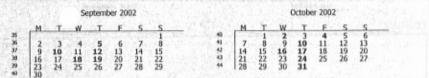
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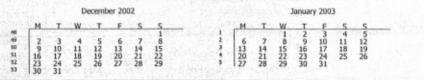
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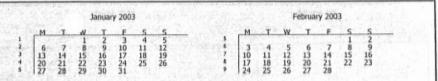
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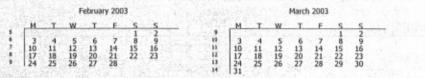
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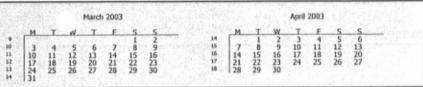
Elspeth Mackay

March 2003



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