

REPORT TO	DATE OF MEETING
Cabinet	16 February 2011

Report template revised June 2008



SUBJECT	PORTFOLIO	AUTHOR	ITEM
Timetable of Meetings 2011/2012	Leader	Martin O'Loughlin	12

SUMMARY AND LINK TO CORPORATE PRIORITIES

The report deals with the Timetable of Meetings for the ensuing municipal year.

The provision of an effective Timetable of Meetings underpins the delivery of all the council's corporate objectives.

RECOMMENDATIONS

That the Timetable of Meetings as set out in the attached appendix be approved.

DETAILS AND REASONING

It is necessary to set the Timetable of Meetings for the next municipal year.

During the year a number of comments about the current timetable have been made, in particular avoiding clashes with Parish / Town Council meetings and group meetings where possible, Area Committee meetings being held in December and the January Council meeting in the first week of the new year.

These have been addressed in this proposed timetable.

The major changes to the timetable of meetings for 2011/12 relate to Area Committees. All other meetings follow a similar pattern to previous years, but with an attempt to meet the comments made.

In respect of Area Committees, there was a request to look at the Area Committees memorable dates and whether there was a possibility of bringing all the Area Committees in a cycle closer together. The intention of this was to help speed up the consultation process when members or officers need to consult Area Committees and to enable similar issues to be discussed at all Area Committees within a shorter time scale.

Concerns had also been expressed regarding Area Committees meetings which are held in December as several, over the last few years, have been cancelled due to adverse weather conditions and meetings scheduled close to the Christmas Holiday period are perceived to be less well attended.

After preparing timetables for both odd and even months, it became apparent that odd months would be the most appropriate.

The main reasons for this are the concerns raised regarding meetings being cancelled in December and that the majority of school holidays fall in even months. The Christmas break also reduces the number of memorable dates available.

The proposed new dates for Area Committees require a change to some memorable dates. Consequently, although the principle of memorable dates has been retained, it will require initial increased publicity to ensure that the public are aware of the changed memorable dates.

The main benefit of the rearranged Area Committees timetable is that the all Area Committees would now meet within a period of between 11 to 15 working days. This compares to 28 to 34 working days with the current timetable thereby more than halving the gap between the first Area Committee meeting and the last.

All Cabinet Members, Chairmen of Committees, the Leaders of each Group and the Lead Member for Corporate Governance and Democratic Arrangements, SMT and relevant team leaders have been consulted and where comments have been received these have been incorporated in the proposed timetable.

WIDER IMPLICATIONS

In the preparation of this report, consideration has been given to the impact of its proposals in all the areas listed below, and the table shows any implications in respect of each of these. The risk assessment which has been carried out forms part of the background papers to the report.

FINANCIAL	None		
LEGAL	None		
RISK	The main risk associated with the contents of this report is the continued uncertainty if a Timetable is not agreed at this time		
OTHER (see below)			
<i>Asset Management</i>	<i>Corporate Plans and Policies</i>	<i>Crime and Disorder</i>	<i>Efficiency Savings/Value for Money</i>
<i>Equality, Diversity and Community Cohesion</i>	<i>Freedom of Information/ Data Protection</i>	<i>Health and Safety</i>	<i>Health Inequalities</i>
<i>Human Rights Act 1998</i>	<i>Implementing Electronic Government</i>	<i>Staffing, Training and Development</i>	<i>Sustainability</i>

BACKGROUND DOCUMENTS

Timetable for 2010/11