

<b>Key Decision Required:</b>	<b>NO</b>	<b>In the Forward Plan:</b>	<b>NO</b>
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## CABINET

9 MARCH 2011

### REPORT OF HEAD OF LEGAL SERVICES AND MONITORING OFFICER

#### **A.4 PROGRAMME OF MEETINGS 2011/2012 MUNICIPAL YEAR**

(Report prepared by Ian Ford)

#### **PART 1 – KEY INFORMATION**

##### **PURPOSE OF THE REPORT**

To enable Cabinet to give consideration to the programme of meetings for the 2011/2012 municipal year.

##### **EXECUTIVE SUMMARY**

This report will enable Cabinet to, as required by the Constitution, submit for formal approval to the Annual Meeting of the Council a draft programme of meetings for the 2011/2012 municipal year.

##### **RECOMMENDATION**

**That the draft programme of meetings for the Council, the Audit Committee, the Community Leadership and Partnerships Committee, the Corporate Management Committee, the Council Tax Committee, the Planning Committee, the Service Development and Delivery Committee and the Standards Committee, as set out in the Appendix to this report, be approved and be submitted to the Annual Meeting of the Council for formal approval.**

#### **PART 2 – SUPPORTING INFORMATION**

##### **BACKGROUND**

A draft programme of meetings has been prepared and approved by the Corporate Governance and Resources Portfolio Holder and is set out as an Appendix to this report. The meetings of the Corporate Management Committee, Community Leadership and Partnerships Committee and the Service Development and Delivery Committee will normally commence at 7.30 p.m. Meetings of the Planning Committee will normally commence at 7.00 p.m. Those Committees will normally meet at the Council Offices, Weeley. The commencement time and venue for meetings of the Community Leadership and Partnerships Committee will be subject to change on a meeting by meeting basis dependent on whether there is a need to assist representatives of external organisations who are attending at the request of the Committee.

Meetings of the Audit Committee will be held on a quarterly basis in the Connaught Room, at the Town Hall, Clacton-on-Sea. The Standards Committee will meet twice a year [March and September] in the Connaught Room (though other meetings may be arranged as required).

Public meetings of the Cabinet are scheduled to commence at 12 noon in the Essex Hall, at the Town Hall, Clacton-on-Sea.

Meetings of the full Council will commence at 7.30 p.m. and are scheduled to be held in the Princes Theatre at the Town Hall.

Members will note that meetings of the Human Resources Committee, the Licensing Committee, the Regulatory Committee and the Scrutiny Committee will be arranged from time to time when required. Cabinet meetings are fixed by the Executive Leader in accordance with Executive Procedure Rule 1.6 and therefore the scheduling et cetera may change.

The programme does not show meetings of the Sub-Committees, which are arranged either at meetings of the relevant Sub-Committee or from time to time when required.

At the request of the Head of Financial Services there have been a few minor changes made to the programme of meetings that was provisionally agreed at the Annual Meeting of the Council held on 4 May 2010. Cabinet will now meet on 10 August (instead of 3 August) and the Audit Committee will meet on 26 May (instead of 2 June) and 22 September (instead of 29 September). The October Council meeting has been brought forward to 20 October (from 27 October) to avoid clashing with school autumn half-term holiday.

In addition, at the request of the Chairman of the Planning Committee and the Interim Head of Planning Services, meetings of the Planning Committee (formerly the Development Control Committee) have been changed from a three-weekly cycle to a four-weekly cycle.

#### **BACKGROUND PAPERS FOR THE DECISION**

None.

#### **APPENDICES**

Draft programme of meetings for the 2011/12 municipal year.

## TIMETABLE OF MEETINGS – 2011/2012 MUNICIPAL YEAR

### 2011

Body	Time	Day	Date	Notes
<b>ANNUAL COUNCIL (Already agreed)</b>	7.30 p.m.	Tuesday	17 May	Note 1
Audit Committee	10.00 am	Thursday	26 May	
Cabinet	Noon	Wednesday	1 June	
Planning Committee	7.00 p.m.	Thursday	2 June	Note 2
Corporate Management Committee	7.30 p.m.	Monday	6 June	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	13 June	
Cabinet	Noon	Wednesday	15 June	
Service Development and Delivery Committee	7.30 p.m.	Monday	20 June	
Audit Committee	10.00 am	Monday	27 June	Note 3
Planning Committee	7.00 p.m.	Tuesday	28 June	
Cabinet	Noon	Wednesday	29 June	
<b>COUNCIL</b>	7.30 p.m.	Thursday	30 June	
Cabinet	Noon	Wednesday	13 July	
Corporate Management Committee	7.30 p.m.	Monday	18 July	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	25 July	
Planning Committee	7.00 p.m.	Tuesday	26 July	
Service Development and Delivery Committee	7.30 p.m.	Monday	8 August	
Cabinet	Noon	Wednesday	10 August	
Planning Committee	7.00 p.m.	Tuesday	23 August	
Corporate Management Committee	7.30 p.m.	Monday	5 September	
Cabinet	Noon	Wednesday	7 September	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	12 September	
<b>COUNCIL</b>	7.30 p.m.	Thursday	15 September	
Standards Committee	2.30 p.m.	Monday	19 September	
Service Development and Delivery Committee	7.30 p.m.	Monday	19 September	
Planning Committee	7.00 p.m.	Tuesday	20 September	
Audit Committee	10.00 am	Thursday	22 September	
Cabinet	Noon	Wednesday	28 September	
Corporate Management Committee	9.15 a.m.	Thursday	6 October	Note 4
Corporate Management Committee	9.15 a.m.	Friday	7 October	Note 4
Planning Committee	7.00 p.m.	Tuesday	18 October	
<b>COUNCIL</b>	7.30 p.m.	Thursday	20 October	
Corporate Management Committee	7.30 p.m.	Monday	24 October	
Cabinet	Noon	Wednesday	26 October	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	31 October	
Service Development and Delivery Committee	7.30 p.m.	Monday	7 November	
Planning Committee	7.00 p.m.	Tuesday	15 November	
Cabinet	Noon	Wednesday	16 November	
Corporate Management Committee	7.30 p.m.	Monday	28 November	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	29 November	

Community Leadership and Partnerships Committee	7.30 p.m.	Monday	12 December	
Planning Committee	7.00 p.m.	Tuesday	13 December	
Cabinet	Noon	Wednesday	14 December	
Audit Committee	10.00 a.m.	Thursday	15 December	
Service Development and Delivery Committee	7.30 p.m.	Monday	19 December	

## 2012

Corporate Management Committee	9.15 a.m.	Wednesday	4 January	Note 6
Corporate Management Committee	9.15 a.m.	Thursday	5 January	Note 6
Planning Committee	7.00 p.m.	Tuesday	10 January	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	23 January	
Cabinet	Noon	Wednesday	25 January	Note 7
Service Development and Delivery Committee	7.30 p.m.	Monday	30 January	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	7 February	Note 8

Planning Committee	7.00 p.m.	Wednesday	8 February	Note 5
Cabinet (PROVISIONAL)	Noon	Thursday	9 February	Note 9
Cabinet	Noon	Wednesday	15 February	
<b>COUNCIL (PROVISIONAL)</b>	7.30 p.m.	Wednesday	15 February	Note 10

Council Tax Committee	9.15 am.	Thursday	16 February	Note 11
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	20 February	
Corporate Management Committee	7.30 p.m.	Monday	27 February	
Service Development and Delivery Committee	7.30 p.m.	Monday	5 March	
Planning Committee	7.00 p.m.	Tuesday	6 March	
Standards Committee	2.30 p.m.	Monday	12 March	
Cabinet	Noon	Wednesday	14 March	
Audit Committee	10.00 am	Thursday	22 March	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	27 March	

Corporate Management Committee	7.30 p.m.	Monday	2 April	
Planning Committee	7.00 p.m.	Tuesday	3 April	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	16 April	
Cabinet	Noon	Wednesday	18 April	
Service Development and Delivery Committee	7.30 p.m.	Monday	23 April	
<b>ANNUAL COUNCIL</b>	7.30 p.m.	Tuesday	8 May	

## 2012/2013 MUNICIPAL YEAR

(Provisional dates for early cycles of meetings in 2012/2013 – For Information Only)

Corporate Management Committee	7.30 p.m.	Monday	14 May	
Planning Committee	7.00 p.m.	Tuesday	15 May	
Cabinet	Noon	Wednesday	16 May	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	21 May	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	22 May	

Audit Committee	10.00 a.m.	Thursday	24 May	
Service Development and Delivery Committee	7.30 p.m.	Monday	4 June	
Planning Committee	7.00 p.m.	Tuesday	12 June	
Cabinet	Noon	Wednesday	13 June	
Audit Committee	10.00 a.m.	Monday	25 June	Note 3
Corporate Management Committee	7.30 p.m.	Monday	25 June	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	2 July	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	3 July	

Planning Committee	7.00 p.m.	Tuesday	10 July	
Cabinet	Noon	Wednesday	11 July	
Service Development and Delivery Committee	7.30 p.m.	Monday	16 July	
Corporate Management Committee	7.30 p.m.	Monday	30 July	
Planning Committee	7.00 p.m.	Tuesday	7 August	
Cabinet	Noon	Wednesday	8 August	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	13 August	
Service Development and Delivery Committee	7.30 p.m.	Monday	3 September	
Planning Committee	7.00 p.m.	Tuesday	4 September	
Cabinet	Noon	Wednesday	5 September	
Corporate Management Committee	7.30 p.m.	Monday	10 September	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	11 September	

Audit Committee	10.00 a.m.	Thursday	20 September	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	24 September	
Corporate Management Committee	9.15 a.m.	Thursday	27 September	Note 4
Corporate Management Committee	9.15 a.m.	Friday	28 September	Note 4
Planning Committee	7.00 p.m.	Tuesday	2 October	
Cabinet	Noon	Wednesday	3 October	
Service Development and Delivery Committee	7.30 p.m.	Monday	8 October	
Corporate Management Committee	7.30 p.m.	Monday	22 October	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	29 October	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	30 October	

Cabinet	Noon	Wednesday	31 October	
Planning Committee	7.00 p.m.	Wednesday	31 October	Note 5

### Notes

1. Later than usual due to the District Council elections being held on Thursday 5 May 2011.
2. Meeting scheduled to be held on the Thursday as the Monday of that week is the Spring Bank Holiday.
3. Meetings arranged to be held on a Monday rather than the usual Thursday in order to allow sufficient time both for the Statement of Accounts to be prepared for the meeting and for the approved Accounts to be then published before the deadline of 30 June.
4. Meeting arranged to allow the Corporate Management Committee to consider and comment on the Cabinet's Initial Financial Strategy proposals. A Reserved Day will be set aside on the Monday in case a third day is required.
5. Meeting scheduled to be held on the Wednesday as a Council meeting is on the Tuesday of that week.
6. Meetings arranged to allow the Corporate Management Committee to consider and comment on the Cabinet's Revised Financial Strategy and Initial Budget Proposals. A Reserve Day will be set aside on the Friday in case a third day is required.
7. Meeting of the Cabinet arranged to allow the Cabinet to meet and approve the Cabinet's final budget proposals.
8. Meeting of the Council to approve final budget proposals and set the Council Tax but excluding County, Fire and Police Council Tax calculations.

9. Provisional extra meeting of the Cabinet arranged in order to allow the Cabinet to meet and consider any objections the Council has to the Executive's budget proposals (which may have been made at the Council meeting on 7 February 2012).
10. Provisional extra meeting of the Council arranged in order to allow the Council to meet and consider the Executive's revised budget proposals or the Executive's disagreement with the Council's budget objections (which may arise from the Cabinet meeting referred to in note 10 above.)
11. Meeting to formally confirm the implications of the County, Fire and Police precepts on the Council's Collection Fund and for each Council Tax band in the parished and unparished areas of the District.