

Key Decision Required:	NO	In the Forward Plan:	NO
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CABINET

14 MARCH 2012

REPORT OF CUSTOMER AND CENTRAL SERVICES PORTFOLIO HOLDER

A.2 PROGRAMME OF MEETINGS 2012/2013 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 2012/2013 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 2012/2013 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 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 6.00 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.

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 17 May 2011. The full Council meeting provisionally arranged for 30 October 2012 has been deleted and as a result the Planning Committee due to have been held on Wednesday 31 October 2012 has been brought forward to Tuesday 30 October 2012 (as Tuesday is the usual meeting day for Planning Committee meetings). The Cabinet meeting due to have been held on 8 August 2012 has been deleted. The Cabinet meeting due to have been held on 31 October 2012 has been moved back to 7 November 2012 to avoid the Autumn Half-Term School Holidays.

The Audit Committee will now meet on Thursday 28 June 2012 (instead of Monday 25 June 2012) as a change in Regulations now means that the Committee no longer has to approve the draft Statement of Accounts in good time for them to be published by the deadline of 30 June (this is now delegated to the Chief Financial Officer). The opportunity has therefore been taken to move the meeting back to Thursday which is the usual meeting day for this Committee. The Audit Committee meeting on 24 May 2012 has been deleted and the Committee will move to four meetings per year. The Audit Committee meeting due to have been held on 20 September 2012 will now be held on 27 September 2012 at the request of the Head of Resource Management.

The Service Development and Delivery Committee will now meet on 11 June 2012 (instead of 4 June) as 4 June is now the Spring Bank Holiday (as part of Her Majesty The Queen's Diamond Jubilee celebrations – 5 June is also a Bank Holiday). In addition, the daytime meetings of the Corporate Management Committee scheduled for 27 and 28 September 2012 have been removed as that Committee will now scrutinise the Cabinet's Initial Financial Strategy proposals at an ordinary evening meeting.

BACKGROUND PAPERS FOR THE DECISION

None.

APPENDICES

Draft programme of meetings for the 2012/13 municipal year.

TIMETABLE OF MEETINGS – 2012/2013 MUNICIPAL YEAR

2012

Body	Time	Day	Date	Notes
ANNUAL COUNCIL (Already agreed)	7.30 p.m.	Tuesday	8 May	
Corporate Management Committee	7.30 p.m.	Monday	14 May	
Planning Committee	6.00 p.m.	Tuesday	15 May	
Cabinet	Noon	Wednesday	16 May	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	21 May	
COUNCIL	7.30 p.m.	Tuesday	22 May	

Service Development and Delivery Committee	7.30 p.m.	Monday	11 June	
Planning Committee	6.00 p.m.	Tuesday	12 June	
Cabinet	Noon	Wednesday	13 June	
Corporate Management Committee	7.30 p.m.	Monday	25 June	
Audit Committee	10.00 a.m.	Thursday	28 June	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	2 July	
COUNCIL	7.30 p.m.	Tuesday	3 July	

Planning Committee	6.00 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	6.00 p.m.	Tuesday	7 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	6.00 p.m.	Tuesday	4 September	
Cabinet	Noon	Wednesday	5 September	
Corporate Management Committee	7.30 p.m.	Monday	10 September	
COUNCIL	7.30 p.m.	Tuesday	11 September	

Community Leadership and Partnerships Committee	7.30 p.m.	Monday	24 September	
Audit Committee	10.00 a.m.	Thursday	27 September	
Standards Committee	2.30 p.m.	Thursday	27 September	
Planning Committee	6.00 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	
Planning Committee	6.00 p.m.	Tuesday	30 October	
Cabinet	Noon	Wednesday	7 November	
Cabinet	Noon	Wednesday	21 November	
COUNCIL	7.30 p.m.	Tuesday	27 November	

Planning Committee	6.00 p.m.	Wednesday	28 November	Note 1
Corporate Management Committee	7.30 p.m.	Monday	3 December	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	10 December	
Cabinet	Noon	Wednesday	12 December	
Audit Committee	10.00 a.m.	Thursday	13 December	
Service Development and Delivery Committee	7.30 p.m.	Monday	17 December	

2013

Corporate Management Committee	9.15 a.m.	Wednesday	2 January	Note 2
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Corporate Management Committee (Reserve Day)	9.15 a.m.	Thursday	3 January	Note 2
Planning Committee	6.00 p.m.	Thursday	3 January	Note 3
COUNCIL (PROVISIONAL)	7.30 p.m.	Tuesday	8 January	Note 9

Community Leadership and Partnerships Committee	7.30 p.m.	Monday	21 January	
Cabinet	Noon	Wednesday	23 January	Note 4
Service Development and Delivery Committee	7.30 p.m.	Monday	28 January	
Planning Committee	6.00 p.m.	Tuesday	29 January	
Corporate Management Committee	7.30 p.m.	Monday	11 February	
COUNCIL	7.30 p.m.	Tuesday	12 February	Note 5

Cabinet (PROVISIONAL)	Noon	Thursday	14 February	Note 6
COUNCIL (PROVISIONAL)	7.30 p.m.	Wednesday	20 February	Note 7

Council Tax Committee	10.00 a.m.	Thursday	21 February	Note 8
Planning Committee	6.00 p.m.	Tuesday	26 February	
Cabinet	Noon	Wednesday	27 February	
Service Development and Delivery Committee	7.30 p.m.	Monday	11 March	
Standards Committee	2.30 p.m.	Thursday	14 March	
Cabinet	Noon	Wednesday	20 March	
Audit Committee	10.00 a.m.	Thursday	21 March	
Corporate Management Committee	7.30 p.m.	Monday	25 March	
COUNCIL	7.30 p.m.	Tuesday	26 March	

Planning Committee	6.00 p.m.	Wednesday	27 March	Note 1
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	15 April	
Cabinet	Noon	Wednesday	17 April	
Service Development and Delivery Committee	7.30 p.m.	Monday	22 April	
Planning Committee	6.00 p.m.	Tuesday	23 April	
ANNUAL COUNCIL	7.30 p.m.	Tuesday	7 May	

2013/2014 MUNICIPAL YEAR
(Provisional dates for early cycles of meetings in 2013/2014 – For Information Only)

Corporate Management Committee	7.30 p.m.	Monday	13 May	
Cabinet	Noon	Wednesday	15 May	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	20 May	
COUNCIL	7.30 p.m.	Tuesday	21 May	

Planning Committee	6.00 p.m.	Tuesday	28 May	
Service Development and Delivery Committee	7.30 p.m.	Monday	3 June	
Cabinet	Noon	Wednesday	12 June	
Planning Committee	6.00 p.m.	Tuesday	18 June	
Corporate Management Committee	7.30 p.m.	Monday	24 June	
Audit Committee	10.00 a.m.	Thursday	27 June	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	1 July	
COUNCIL	7.30 p.m.	Tuesday	2 July	

Service Development and Delivery Committee	7.30 p.m.	Monday	8 July	
Cabinet	Noon	Wednesday	10 July	
Planning Committee	6.00 p.m.	Tuesday	16 July	
Corporate Management Committee	7.30 p.m.	Monday	5 August	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	12 August	
Planning Committee	6.00 p.m.	Tuesday	13 August	
Service Development and Delivery Committee	7.30 p.m.	Monday	19 August	
Cabinet	Noon	Wednesday	4 September	
COUNCIL	7.30 p.m.	Tuesday	10 September	

Corporate Management Committee	7.30 p.m.	Monday	16 September	
Planning Committee	6.00 p.m.	Tuesday	17 September	
Audit Committee	10.00 a.m.	Thursday	19 September	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	23 September	
Service Development and Delivery Committee	7.30 p.m.	Monday	30 September	
Cabinet	Noon	Wednesday	2 October	
Planning Committee	6.00 p.m.	Tuesday	8 October	
Corporate Management Committee	7.30 p.m.	Monday	28 October	
Cabinet	Noon	Wednesday	30 October	

Notes

1. Meeting scheduled to be held on the Wednesday as a Council meeting is on the Tuesday of that week.
2. Meeting 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 Thursday in case a second day is required.
3. Meeting scheduled to be held on the Thursday as the Tuesday of that week is the New Year's Day Bank Holiday.
4. Meeting of the Cabinet to approve the Cabinet's final budget proposals.
5. Meeting of the Council to approve the budget proposals and set the Council Tax but excluding County, Fire and Police Council Tax calculations.
6. 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 5 February 2013).
7. 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 6 above.)
8. 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.
9. Provisional extra meeting of the Council arranged (if required) in order to allow the Council to agree the localised council benefit scheme by 31 January 2013.