

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

22 MARCH 2013

REPORT OF PLANNING AND CORPORATE SERVICES PORTFOLIO HOLDER

A.7 PROGRAMME OF MEETINGS 2013/2014 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 2013/2014 municipal year.

EXECUTIVE SUMMARY

This report will enable Cabinet, as required by the Constitution, to submit for formal approval to the Annual Meeting of the Council a programme of meetings for the 2013/2014 municipal year.

RECOMMENDATION

That the 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 and the Service Development and Delivery 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 may 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.

Public meetings of the Cabinet are scheduled to commence at 10.30 a.m. 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 Conduct Committee, the Human Resources Committee, the Licensing Committee and the Regulatory Committee will be arranged from time to time when required. Cabinet meetings are fixed by the Leader of the Council 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 three minor changes made to the programme of meetings that was provisionally agreed at the Annual Meeting of the Council held on 8 May 2012. The Cabinet meeting due to have been held on 30 October 2013 has been moved back to 8 November 2013.

The meetings of the three scrutiny committees due to have been held during August 2013 have been deleted due to the extremely busy period for Council services.

The Audit Committee meeting due to have been held on 19 September 2013 will now be held on 26 September 2013 following consultation with the Finance and Procurement Manager.

BACKGROUND PAPERS FOR THE DECISION

None.

APPENDICES

Programme of meetings for the 2013/14 municipal year.