

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

CABINET

21 MARCH 2014

REPORT OF PLANNING AND CORPORATE SERVICES PORTFOLIO HOLDER

A.4 PROGRAMME OF MEETINGS 2014/2015 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 2014/2015 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 2014/2015 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 at the Council Offices, Weeley and will normally commence at 7.30 p.m.

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 Education and Skills Committee, the Human Resources Committee, the Licensing Committee, the Local Plan Committee, the Regulatory Committee and the Standards 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 has been some minor changes made to the programme of meetings that was provisionally agreed at the Annual Meeting of the Council held on 7 May 2013. The Council meeting due to have been held on Tuesday 20 May 2014 has been moved back to Tuesday 3 June 2014 as the Princes Theatre is now required from 19 to 25 May 2014 for the receipt and opening of postal votes and the management of the verification and count in respect of the European Parliamentary Elections 2014. As a consequence the Service Development and Delivery Scrutiny Committee meeting provisionally arranged for Wednesday 21 May 2014 has been brought forward to Monday 19 May 2014.

The proposed date of the Annual Meeting of the Council in 2015 has been moved back from the usual first week in May to the fourth week in May as a result of the District Council Elections being held on Thursday 7 May 2015. This should also allow sufficient time for Members to sign their Declarations of Acceptance of Office; for political groups to be formed and registered; for a Widdicombe Review of Committee etc. seats to be carried out and for Group Leaders to then submit the names of their colleagues that they wish to sit on the individual Committees and Sub-Committees.

In addition, the formal Cabinet meeting provisionally arranged for 6 June 2014 has been moved back to 13 June 2014 to enable sufficient time for the Financial Outturn report to be produced.

BACKGROUND PAPERS FOR THE DECISION

None.

APPENDICES

Programme of Meetings for the 2014/15 Municipal Year.

TIMETABLE OF MEETINGS – 2014/2015 MUNICIPAL YEAR

2014

Body	Time	Day	Date	Notes
ANNUAL COUNCIL (Already agreed)	7.30 p.m.	Tuesday	6 May	

Corporate Management Committee	7.30 p.m.	Wednesday	7 May	Note 1
Cabinet	9.30 a.m.	Friday	9 May	Note 10
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	12 May	
Service Development and Delivery Committee	7.30 p.m.	Monday	19 May	
Planning Committee	6.00 p.m.	Tuesday	27 May	
COUNCIL	7.30 p.m.	Tuesday	3 June	Note 2

Cabinet	10.30 a.m.	Friday	13 June	
Corporate Management Committee	7.30 p.m.	Monday	16 June	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	23 June	
Planning Committee	6.00 p.m.	Tuesday	24 June	
Audit Committee	7.30 p.m.	Thursday	26 June	
COUNCIL	7.30 p.m.	Tuesday	1 July	

Service Development and Delivery Committee	7.30 p.m.	Wednesday	2 July	Note 3
Cabinet	10.30 a.m.	Friday	4 July	
Planning Committee	6.00 p.m.	Tuesday	22 July	
Cabinet	10.30 a.m.	Friday	1 August	
Planning Committee	6.00 p.m.	Tuesday	19 August	
Cabinet	10.30 a.m.	Friday	5 September	
COUNCIL	7.30 p.m.	Tuesday	9 September	

Corporate Management Committee	7.30 p.m.	Wednesday	10 September	Note 3
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	15 September	
Planning Committee	6.00 p.m.	Tuesday	16 September	
Service Development and Delivery Committee	7.30 p.m.	Monday	22 September	
Audit Committee	7.30 p.m.	Thursday	25 September	
Cabinet	10.30 a.m.	Friday	26 September	
Planning Committee	6.00 p.m.	Tuesday	14 October	
Corporate Management Committee	7.30 p.m.	Monday	20 October	
Cabinet	10.30 a.m.	Friday	24 October	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	27 October	
Service Development and Delivery Committee	7.30 p.m.	Monday	3 November	
Planning Committee	6.00 p.m.	Tuesday	11 November	
Cabinet	10.30 a.m.	Friday	21 November	
COUNCIL	7.30 p.m.	Tuesday	25 November	

Corporate Management Committee	7.30 p.m.	Monday	1 December	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	8 December	
Planning Committee	6.00 p.m.	Tuesday	9 December	
Cabinet	10.30 a.m.	Friday	12 December	
Service Development and Delivery Committee	7.30 p.m.	Monday	15 December	
Audit Committee	7.30 p.m.	Thursday	18 December	

2015

Corporate Management Committee	9.15 a.m.	Monday	5 January	Note 4
Planning Committee	6.00 p.m.	Tuesday	6 January	

Corporate Management Committee	9.15 a.m.	Wednesday	7 January	Note 4
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	19 January	
Cabinet	10.30 a.m.	Friday	23 January	
Service Development and Delivery Committee	7.30 p.m.	Monday	26 January	
Planning Committee	6.00 p.m.	Tuesday	3 February	
COUNCIL	7.30 p.m.	Tuesday	10 February	Note 5

Cabinet (PROVISIONAL)	10.30 a.m.	Friday	13 February	Note 6
Corporate Management Committee	7.30 p.m.	Monday	16 February	
COUNCIL (PROVISIONAL)	7.30 p.m.	Wednesday	18 February	Note 7

Council Tax Committee	10.00 a.m.	Thursday	19 February	Note 8
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	23 February	
Cabinet	10.30 a.m.	Friday	27 February	
Service Development and Delivery Committee	7.30 p.m.	Monday	2 March	
Planning Committee	6.00 p.m.	Tuesday	3 March	
Audit Committee	7.30 p.m.	Thursday	19 March	
COUNCIL	7.30 p.m.	Tuesday	24 March	

Corporate Management Committee	7.30 p.m.	Wednesday	25 March	Note 3
Cabinet	10.30 a.m.	Friday	27 March	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	30 March	
Planning Committee	6.00 p.m.	Tuesday	31 March	
Service Development and Delivery Committee	7.30 p.m.	Monday	13 April	
Cabinet	10.30 a.m.	Friday	24 April	
Planning Committee	6.00 p.m.	Tuesday	28 April	
ANNUAL COUNCIL	7.30 p.m.	Tuesday	26 May	Note 9

2015/2016 MUNICIPAL YEAR

(Provisional dates for early cycles of meetings in 2015/2016 – for information only, subject to change)

Corporate Management Committee	7.30 p.m.	Monday	1 June	
Planning Committee	6.00 p.m.	Tuesday	2 June	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	8 June	
Cabinet	10.30 a.m.	Friday	12 June	
Service Development and Delivery Committee	7.30 p.m.	Monday	15 June	
Audit Committee	7.30 p.m.	Thursday	25 June	
Cabinet	10.30 a.m.	Friday	26 June	
Planning Committee	6.00 p.m.	Tuesday	30 June	
COUNCIL	7.30 p.m.	Tuesday	7 July	

Corporate Management Committee	7.30 p.m.	Monday	13 July	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	20 July	
Cabinet	10.30 a.m.	Friday	24 July	
Service Development and Delivery Committee	7.30 p.m.	Monday	27 July	
Planning Committee	6.00 p.m.	Tuesday	28 July	
Planning Committee	6.00 p.m.	Tuesday	25 August	
Cabinet	10.30 a.m.	Friday	4 September	
COUNCIL	7.30 p.m.	Tuesday	8 September	

Corporate Management Committee	7.30 p.m.	Wednesday	9 September	Note 3
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	14 September	
Service Development and Delivery Committee	7.30 p.m.	Monday	21 September	
Planning Committee	6.00 p.m.	Tuesday	22 September	
Audit Committee	7.30 p.m.	Thursday	24 September	
Cabinet	10.30 a.m.	Friday	25 September	

Notes

1. Meeting scheduled to be held on the Wednesday as the Annual Council meeting is on the Tuesday of that week and the Monday is the May Day Bank Holiday.
2. Moved from the originally proposed date of 20 May 2014 due to the European Parliamentary Elections now being held on 22 May 2014.
3. Meeting scheduled to be held on the Wednesday as a Council meeting is on the Tuesday of that week, and to enable political groups to hold pre-Council meetings on the Monday night.
4. Monday meeting arranged to allow the Corporate Management Committee to consider and discuss with Corporate Directors and then comment on the Cabinet's Financial Baseline and Initial Budget and Special Expenses Proposals. Wednesday meeting arranged to allow the Committee to conduct a similar exercise with Portfolio Holders.
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 11 February 2014).
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 4 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. Annual Meeting of the Council moved back from the usual first week in May to the fourth week in May as a result of the District Council Elections being held on Thursday 7 May 2015 and in order to allow sufficient time for Members to sign their Declarations of Acceptance of Office; for political groups to be formed and registered; for a Widdicombe Review of Committee etc. seats to be carried out and for Group Leaders to then submit the names of their colleagues that they wish to sit on the individual Committees and Sub-Committees.
10. The start time for this meeting has been brought forward to 9.30 a.m. as a Leg of the Women's Cycle Tour is finishing in Clacton that day.