

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

13 MARCH 2015

### REPORT OF PLANNING AND CORPORATE SERVICES PORTFOLIO HOLDER

#### **A.6 PROGRAMME OF MEETINGS 2015/2016 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 2015/2016 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 2015/2016 Municipal Year.

##### **RECOMMENDATION**

**That the programme of meetings for the Council and Committees, 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, the Education and Skills Committee, the Licensing Committee and the Standards Committee will be held on a quarterly basis at the Council Offices, Weeley and will normally commence at 7.30 p.m. (with the exception of the Standards Committee which will meet at 10.00 a.m.). Local Plan Committee meetings will also be held on a quarterly basis and will meet at 6.00 p.m. in the Princes Theatre in 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 Human Resources 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 Cabinet Procedure Rule 1.1 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 some minor changes made to the programme of meetings that was provisionally agreed at the Annual Meeting of the Council held on 6 May 2014 namely the addition of Standards Committee, Education and Skills Committee, Local Plan Committee and Licensing Committee meetings. The cycle of overview and scrutiny committee meetings has also been adjusted.

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

None.

#### **APPENDICES**

Programme of Meetings for the 2015/16 Municipal Year.

**APPENDIX TO ITEM A.6**

**TIMETABLE OF MEETINGS – 2015/2016 MUNICIPAL YEAR**

**2015**

<b>Body</b>	<b>Time</b>	<b>Day</b>	<b>Date</b>	<b>Notes</b>
<b>ANNUAL COUNCIL (Already agreed)</b>	7.30 p.m.	Tuesday	26 May	Note 1
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	
Standards Committee	10.00 a.m.	Monday	22 June	
Education and Skills Committee	7.30 p.m.	Monday	22 June	
Local Plan Committee	6.00 p.m.	Tuesday	23 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	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	7 July	
Corporate Management Committee	7.30 p.m.	Monday	13 July	
Licensing Committee	7.30 p.m.	Wednesday	15 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	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	8 September	
Local Plan Committee	6.00 p.m.	Thursday	17 September	
Education and Skills 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	
Standards Committee	10.00 a.m.	Monday	28 September	
Corporate Management Committee	7.30 p.m.	Monday	28 September	
Licensing Committee	7.30 p.m.	Wednesday	7 October	
Planning Committee	6.00 p.m.	Tuesday	20 October	
Cabinet	10.30 a.m.	Friday	23 October	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	26 October	
Service Development and Delivery Committee	7.30 p.m.	Monday	2 November	
Local Plan Committee	6.00 p.m.	Thursday	12 November	
Planning Committee	6.00 p.m.	Tuesday	17 November	
Cabinet	10.30 a.m.	Friday	20 November	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	24 November	
Education and Skills Committee	7.30 p.m.	Monday	30 November	
Cabinet	10.30 a.m.	Friday	11 December	
Standards Committee	10.00 a.m.	Monday	14 December	
Corporate Management Committee	7.30 p.m.	Monday	14 December	
Planning Committee	6.00 p.m.	Tuesday	15 December	
Audit Committee	7.30 p.m.	Thursday	17 December	

**2016**

Corporate Management Committee	9.15 a.m.	Monday	4 January	Note 3
Planning Committee	6.00 p.m.	Tuesday	5 January	
Corporate Management Committee	9.15 a.m.	Wednesday	6 January	Note 3
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	18 January	
Licensing Committee	7.30 p.m.	Wednesday	20 January	
Local Plan Committee	6.00 p.m.	Thursday	21 January	
Cabinet	10.30 a.m.	Friday	22 January	
Service Development and Delivery Committee	7.30 p.m.	Monday	25 January	
Planning Committee	6.00 p.m.	Tuesday	2 February	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	9 February	Note 4

Cabinet (PROVISIONAL)	10.30 a.m.	Friday	12 February	Note 5
Corporate Management Committee	7.30 p.m.	Monday	15 February	
<b>COUNCIL (PROVISIONAL)</b>	7.30 p.m.	Wednesday	17 February	Note 6

Cabinet	10.30 a.m.	Friday	19 February	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	22 February	
Council Tax Committee	10.00 a.m.	Wednesday	24 February	Note 7
Service Development and Delivery Committee	7.30 p.m.	Monday	29 February	
Planning Committee	6.00 p.m.	Tuesday	1 March	
Local Plan Committee	6.00 p.m.	Thursday	10 March	
Standards Committee	10.00 a.m.	Monday	14 March	
Audit Committee	7.30 p.m.	Thursday	17 March	
Cabinet	10.30 a.m.	Friday	18 March	
Corporate Management Committee	7.30 p.m.	Monday	21 March	
Planning Committee	6.00 p.m.	Tuesday	22 March	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	5 April	Note 8

Community Leadership and Partnerships Committee	7.30 p.m.	Wednesday	6 April	Note 2
Service Development and Delivery Committee	7.30 p.m.	Monday	11 April	
Licensing Committee	7.30 p.m.	Wednesday	13 April	
Cabinet	10.30 a.m.	Friday	15 April	
Education and Skills Committee	7.30 p.m.	Monday	18 April	
Planning Committee	6.00 p.m.	Tuesday	19 April	
<b>ANNUAL COUNCIL</b>	7.30 p.m.	Tuesday	3 May	

**2016/2017 MUNICIPAL YEAR**

(Provisional dates for early cycles of meetings in 2016/2017 – for information only, subject to change)

Cabinet	10.30 a.m.	Friday	13 May	
Corporate Management Committee	7.30 p.m.	Monday	16 May	
Planning Committee	6.00 p.m.	Tuesday	17 May	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	24 May	

Community Leadership and Partnerships Committee	7.30 p.m.	Wednesday	25 May	Note 2
Service Development and Delivery Committee	7.30 p.m.	Wednesday	1 June	Note 9
Cabinet	10.30 a.m.	Friday	10 June	
Planning Committee	6.00 p.m.	Tuesday	14 June	
Education and Skills Committee	7.30 p.m.	Monday	20 June	
Audit Committee	7.30 p.m.	Thursday	23 June	
Standards Committee	10.00 a.m.	Monday	27 June	
Corporate Management Committee	7.30 p.m.	Monday	27 June	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	5 July	

Cabinet	10.30 a.m.	Friday	8 July	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	11 July	
Planning Committee	6.00 p.m.	Tuesday	12 July	
Licensing Committee	7.30 p.m.	Wednesday	13 July	
Service Development and Delivery Committee	7.30 p.m.	Monday	18 July	
Cabinet	10.30 a.m.	Friday	5 August	
Planning Committee	6.00 p.m.	Tuesday	9 August	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	6 September	

Planning Committee	6.00 p.m.	Wednesday	7 September	Note 2
Cabinet	10.30 a.m.	Friday	9 September	
Education and Skills Committee	7.30 p.m.	Monday	19 September	
Audit Committee	7.30 p.m.	Thursday	22 September	
Standards Committee	10.00 a.m.	Monday	26 September	
Corporate Management Committee	7.30 p.m.	Monday	26 September	
Planning Committee	6.00 p.m.	Tuesday	4 October	
Licensing Committee	7.30 p.m.	Wednesday	5 October	
Cabinet	10.30 a.m.	Friday	7 October	

### Notes

1. 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.
2. 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.
3. 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.
4. Meeting of the Council to approve the Cabinet's budget proposals and set the Council Tax but excluding County, Fire and Police Council Tax calculations.
5. Provisional extra meeting of the Cabinet arranged in order to allow the Cabinet to meet and consider any objections the Council has to the Cabinet's budget proposals (which may have been made at the Council meeting on 9 February 2016).
6. Provisional extra meeting of the Council arranged in order to allow the Council to meet and consider the Cabinet's revised budget proposals or the Cabinet's disagreement with the Council's budget objections (which may arise from the Cabinet meeting referred to in note 5 above.)
7. 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.
8. Meeting of the Council moved back from the usual last week in March due to Easter Bank Holidays in that week.
9. Meeting scheduled to be held on the Wednesday as the Monday of that week is a Bank Holiday.