

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

18 MARCH 2016

### REPORT OF ASSET MANAGEMENT AND CORPORATE SERVICES PORTFOLIO HOLDER

#### **A.2 PROGRAMME OF MEETINGS 2016/2017 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 2016/2017 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 2016/2017 Municipal Year.

##### **RECOMMENDATION**

**That, subject to the Cabinet's decision taken earlier in the meeting in respect of a proposed disbandment of the Education and Skills Committee, 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, the Education and Skills 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 and the Education and Skills 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 Licensing and Registration 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 be held at 6.00 p.m. at the Council Offices, Weeley or in the Princes Theatre in the Town Hall, Clacton-on-Sea depending on the predicted public attendance.

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 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.

**\*Cabinet will be aware that there is a report elsewhere on the Agenda that proposes the disbandment of the Education and Skills Committee. If approved, the Programme of Meetings will need to be amended to reflect this.**

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

None.

#### **APPENDICES**

Programme of Meetings for the 2016/17 Municipal Year.

## TIMETABLE OF MEETINGS – 2016/2017 MUNICIPAL YEAR

### 2016

Body	Time	Day	Date	Notes
<b>ANNUAL COUNCIL (Already agreed)</b>	7.30 p.m.	Tuesday	26 April	Note 1
Corporate Management Committee	7.30 p.m.	Monday	9 May	
Cabinet	10.30 a.m.	Friday	13 May	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	17 May	
Planning Committee	6.00 p.m.	Wednesday	18 May	Note 2
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	23 May	
Service Development and Delivery Committee	7.30 p.m.	Wednesday	1 June	Note 3
Local Plan Committee	6.00 p.m.	Thursday	9 June	
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	
Corporate Management Committee	7.30 p.m.	Monday	27 June	
Standards Committee	10.00 a.m.	Wednesday	29 June	
Audit Committee	7.30 p.m.	Thursday	30 June	Note 10
<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 and Registration 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	
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	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	3 October	
Planning Committee	6.00 p.m.	Tuesday	4 October	
Licensing and Registration Committee	7.30 p.m.	Wednesday	5 October	
Cabinet	10.30 a.m.	Friday	7 October	
Service Development and Delivery Committee	7.30 p.m.	Monday	10 October	
Planning Committee	6.00 p.m.	Tuesday	1 November	
Local Plan Committee	6.00 p.m.	Thursday	3 November	
Cabinet	10.30 a.m.	Friday	4 November	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	14 November	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	22 November	
Service Development and Delivery Committee	7.30 p.m.	Wednesday	23 November	Note 2
Cabinet	7.30 p.m.	Friday	25 November	
Education and Skills Committee	7.30 p.m.	Monday	28 November	
Planning Committee	6.00 p.m.	Tuesday	29 November	
Standards Committee	10.00 a.m.	Monday	12 December	
Corporate Management Committee	7.30 p.m.	Monday	12 December	
Audit Committee	7.30 p.m.	Thursday	15 December	

Cabinet	10.30 a.m.	Friday	16 December	
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## 2017

Corporate Management Committee	9.15 a.m.	Tuesday	3 January	Note 4
Planning Committee	6.00 p.m.	Tuesday	3 January	
Corporate Management Committee	9.15 a.m.	Thursday	5 January	Note 4
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	9 January	
Education and Skills Committee	7.30 p.m.	Monday	16 January	
Licensing and Registration Committee	7.30 p.m.	Wednesday	18 January	
Local Plan Committee	6.00 p.m.	Thursday	19 January	
Cabinet	10.30 a.m.	Friday	20 January	
Service Development and Delivery Committee	7.30 p.m.	Monday	23 January	
Planning Committee	6.00 p.m.	Tuesday	31 January	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	7 February	Note 5

Cabinet (PROVISIONAL)	10.30 a.m.	Friday	10 February	Note 6
Corporate Management Committee	7.30 p.m.	Monday	13 February	
<b>COUNCIL (PROVISIONAL)</b>	7.30 p.m.	Wednesday	15 February	Note 7

Cabinet	10.30 a.m.	Friday	17 February	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	20 February	
Council Tax Committee	10.00 a.m.	Wednesday	22 February	Note 8
Service Development and Delivery Committee	7.30 p.m.	Monday	27 February	
Planning Committee	6.00 p.m.	Tuesday	28 February	
Standards Committee	10.00 a.m.	Monday	6 March	
Education and Skills Committee	7.30 p.m.	Monday	6 March	
Corporate Management Committee	7.30 p.m.	Monday	13 March	
Audit Committee	7.30 p.m.	Thursday	16 March	
Cabinet	10.30 a.m.	Friday	17 March	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	20 March	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	28 March	

Planning Committee	6.00 p.m.	Wednesday	29 March	Note 2
Service Development and Delivery Committee	7.30 p.m.	Monday	3 April	
Education and Skills Committee	7.30 p.m.	Monday	10 April	
Licensing and Registration Committee	7.30 p.m.	Wednesday	12 April	
Planning Committee	6.00 p.m.	Wednesday	19 April	Note 9
Local Plan Committee	6.00 p.m.	Thursday	20 April	
Cabinet	10.30 a.m.	Friday	21 April	
<b>ANNUAL COUNCIL</b>	7.30 p.m.	Tuesday	25 April	Note 1

## 2017/2018 MUNICIPAL YEAR

(Provisional dates for early cycles of meetings in 2017/2018 – for information only, subject to change)

Corporate Management Committee	7.30 p.m.	Monday	8 May	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	16 May	

Planning Committee	6.00 p.m.	Wednesday	17 May	Note 2
Cabinet	10.30 a.m.	Friday	19 May	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	22 May	
Service Development and Delivery Committee	7.30 p.m.	Wednesday	31 May	Note 3
Planning Committee	6.00 p.m.	Tuesday	13 June	
Local Plan Committee	6.00 p.m.	Thursday	15 June	
Cabinet	10.30 a.m.	Friday	16 June	
Education and Skills Committee	7.30 p.m.	Monday	19 June	

Audit Committee	7.30 p.m.	Thursday	22 June	
Standards Committee	10.00 a.m.	Monday	26 June	
Corporate Management Committee	7.30 p.m.	Monday	26 June	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	4 July	

Community Leadership and Partnerships Committee	7.30 p.m.	Monday	10 July	
Planning Committee	6.00 p.m.	Tuesday	11 July	
Licensing and Registration Committee	7.30 p.m.	Wednesday	12 July	
Cabinet	10.30 a.m.	Friday	14 July	
Service Development and Delivery Committee	7.30 p.m.	Monday	17 July	
Planning Committee	6.00 p.m.	Tuesday	8 August	
Local Plan Committee	6.00 p.m.	Thursday	10 August	
Cabinet	10.30 a.m.	Friday	11 August	
<b>COUNCIL</b>	7.30 p.m.	Tuesday	5 September	

Planning Committee	6.00 p.m.	Wednesday	6 September	Note 2
Cabinet	10.30 a.m.	Friday	8 September	
Education and Skills Committee	7.30 p.m.	Monday	18 September	
Audit Committee	7.30 p.m.	Thursday	21 September	
Standards Committee	10.00 a.m.	Monday	25 September	
Corporate Management Committee	7.30 p.m.	Monday	25 September	
Community Leadership and Partnerships Committee	7.30 p.m.	Monday	2 October	
Planning Committee	6.00 p.m.	Tuesday	3 October	
Licensing and Registration Committee	7.30 p.m.	Wednesday	4 October	
Local Plan Committee	6.00 p.m.	Thursday	5 October	
Cabinet	10.30 a.m.	Friday	6 October	
Service Development and Delivery Committee	7.30 p.m.	Monday	9 October	
Planning Committee	6.00 p.m.	Tuesday	31 October	

## **Notes**

1. Annual Meetings of the Council moved forward from the usual first week in May to the fourth week in April as a result of the Police and Crime Commissioner Elections being held on Thursday 5 May 2016 and the Essex County Council Elections being held on 4 May 2017.
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. Meeting scheduled to be held on the Wednesday as the Monday of that week is a Bank Holiday.
4. Tuesday meeting arranged to allow the Corporate Management Committee to consider the Cabinet's Financial Baseline and Initial Budget and Special Expenses Proposals. Thursday meeting arranged to allow the Committee to discuss those proposals with Portfolio Holders and senior Officers and then formally comment on those proposals to Cabinet.
5. 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.
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 Cabinet's budget proposals (which may have been made at the Council meeting on 7 February 2017).
7. 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 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. Meeting moved back from the usual Monday due to Easter Bank Holidays the previous weekend.
10. Audit Committee meeting moved back one week from provisionally agreed date of 23 June 2016 as this date is likely to be the date of the European Referendum.