

Decision Maker: GENERAL PURPOSES AND LICENSING COMMITTEE

Date: Thursday 14 February 2013

Decision Type: Non-Urgent Non-Executive Non-Key

Title: PROGRAMME OF MEETINGS 2013/14

Contact Officer: Graham Walton, Democratic Services Manager
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Chief Officer: Mark Bowen, Director of Resources

Ward:

1. Reason for report

- 1.1 This report presents the draft timetable of meetings for the next Municipal Year for Members' consideration. The proposed timetable, which has been the subject of extensive consultation, is based on the current timetable, with only minor alterations.
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2. RECOMMENDATION(S)

2.1 That the Programme of Meetings for 2013/14 be approved.

2.2 That, should the date of the 2014 local elections be changed the alternative arrangements for May 2014 set out at paragraph 3.4 be approved.

Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: Excellent Council:
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Financial

1. Cost of proposal: Not Applicable:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £320,320
 5. Source of funding: 2012/13 Revenue Budget
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Staff

1. Number of staff (current and additional): 8 posts (7.22fte)
 2. If from existing staff resources, number of staff hours: N/A
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Legal

1. Legal Requirement: Statutory Requirement: Although the Council is required to hold an annual meeting and to appoint an Executive and a scrutiny committee the Council can set its own meeting dates.
 2. Call-in: Not Applicable: This report does not involve an executive decision.
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 60 Members of the Council.
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? All Members have been consulted
2. Summary of Ward Councillors comments: See section 3.

3. COMMENTARY

- 3.1 The Council's programme of meetings is agreed each year by this Committee, and the proposed programme for 2013/14 is attached at **Appendix 1**.
- 3.2 For 2012/13, the overall number of meetings scheduled was reduced by fourteen, allowing savings to be made in staff costs and other ancillary cost savings – heating, lighting, and preparation and distribution of reports. The proposed Programme for 2013/14 has been prepared closely resembling the programme for the current year, but one major change is proposed, which is to re-instate one extra meeting of full Council. In 2012, there was a large gap between Council meetings in June and November; to overcome this it is proposed that full Council meets on 23rd September and 2nd December 2013.
- 3.3 As in previous years, every effort has been made to avoid more than one meeting being held on the same evening. The proposed programme has been prepared on the basis that the current Executive and Committee decision-making structures will continue in the same form next year. If Members do make any alterations to these then the programme may need to be adapted accordingly. Dates can be changed by individual Chairmen and Committees, and special meetings can still be arranged when necessary. In response to Member comments, the draft programme includes various daytime meetings, including dates for the four thematic partnership meetings (where known), the Health Scrutiny Sub-Committee, the Health and Wellbeing Board, the Schools Forum and the Adoption Panel.
- 3.4 One area of uncertainty in the Programme is the date for the 2014 local elections. At present, they are scheduled to take place on 1st May 2014, but it is possible that they will be re-scheduled to coincide with the European elections, due in June 2014. If this happens, it is proposed that the current dates for May 2014 are abandoned and the following changes are made –
- Plans Sub-Committees continue on a fortnightly basis throughout May 2014 (Plans 3 on 1st May, Plans 4 on 15th May, Plans 1 on 29th May);
 - The Executive should meet on 7th May 2014, with Executive and Resources PDS on 1st May 2014.
 - The meetings of Pensions Investment Sub-Committee (20th), Health and Wellbeing Board (22nd), General Purposes and Licensing Committee (22nd) and Adoption Panel (28th) are retained.

Any other changes necessary can be made at the time.

- 3.5 The draft programme was circulated to all Members and to senior officers, and a number of detailed changes have been made in response to the comments received.

Non-Applicable Sections:	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	Previous report to this Committee on the Programme of meetings (14 th March 2012)