

**COUNCIL  
3 DECEMBER 2003**

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**MEETINGS TIMETABLE 2004/2005  
(Director of Corporate Services – Democratic Services)**

**1. INTRODUCTION**

- 1.1 The Council is invited to approve the meetings schedule for the 2003/2004 Municipal Year. Approval of the timetable at this stage would assist forward planning, particularly in relation to the Executive decision making process.

**2. RECOMMENDATION**

- 2.1 **That the meeting dates for the Council, its committees (including the Public Scrutiny Commission and its scrutiny panels) and other bodies, as set out in the attached annexe be approved; and**
- 2.2 **the meeting dates for meetings of the Executive, the Executive Briefing and its committees be noted.**

**3. DETAILS**

- 3.1 The proposed timetable of meetings is attached at Annex A. The timetable aims, wherever possible, to
- avoid clashes with known events such as the LGA conference;
  - avoid meetings outside term time, particularly education service related meetings; and
  - with the exception of the scrutiny panels, keep bodies meeting on the same day and at the same time for consistency.

Meetings of the Council

- 3.2 Meetings of the Council are scheduled approximately every two months, and take account of known requirements eg. approval of the best value performance plan in June and the requirement to set the Council Tax base in late November/early December.
- 3.3 In 2004/2005, there is a particular issue arising from the implementation of the Account and Audit Regulations 2003. These regulations require that the draft statement of accounts for 2003-2004 must be approved by 31 August 2004. However, the accounts need not be approved by the Council, but may be approved by a committee of the Council. Rather than hold a meeting of the Council in August 2004, it is proposed to establish a special committee to approve the draft accounts on behalf of the Council. Under this option, there would be no need for a meeting of the Council in late July, thus leading to a better overall pattern of Council meetings. It is proposed that this special committee meet on 31 August.

- 3.4 The deadline for the approval of draft accounts advances by one month each year until 2006. For 2005/2006 and ensuing financial years draft accounts will have to be approved by 30 June.
- 3.5 For 2005 a separate Annual Meeting of the Council is proposed, which would only deal with the business specified in the Constitution for the Annual Meeting. The Annual Meeting of the Council in 2004 was set in May 2003 as 28 April 2004 and is combined with an ordinary meeting.

#### Meetings of the Executive

- 3.6 With the exception of August, the Leader of the Council is continuing to hold meetings of the Executive each month. These meetings continue to be scheduled on the third Tuesday of each month, except for
- (a) December 2004, where there is a need for the Executive to meet on 14 December rather than 21 December, so that the Executive's budget proposals are subject to the full six week period of consultation; and
  - (b) January 2005, where the fourth Tuesday is used, in order to avoid Christmas and New Year holidays.
- 3.7 Executive Briefings are scheduled two weeks before the Executive, usually on the first Tuesday of each month, except for July 2004 where there is a three week gap to avoid the LGA Conference.

#### Public Scrutiny Commission and Scrutiny Panels

- 3.8 Meetings of the Public Scrutiny Commission continue to be scheduled each month, with the exception of August. Six meetings of each of the Scrutiny Panels are scheduled. The Chairman of the Public Scrutiny Commission has been consulted on all these meeting dates.

#### Planning & Highways Committee

- 3.9 Meetings of the Planning & Highways Committee are scheduled approximately every four weeks on a Thursday, with the exception of March 2005 where the Committee meets on Wednesday to avoid Maundy Thursday. The Chairman of the Planning & Highways Committee has been consulted on the proposed meeting dates.

#### Licensing & Safety Committee and Licensing Panels

- 3.10 Meetings of the Licensing & Safety Committee continue to be scheduled quarterly. As a starting point and against a background of a number of uncertainties, Licensing Panels are scheduled each fortnight on Wednesday at 2pm. The Chairman of the Licensing & Safety Committee has been consulted on the proposed meeting dates. The most recent indication from the Department of Culture, Media and Sport is that the licensing legislation will not be implemented until 1 July, in which case the dates for Licensing Panels in June and July would not be required.

#### **4. ADVICE FROM STATUTORY AND OTHER OFFICERS**

##### Borough Finance Officer

- 4.1 There are no significant financial implications arising from the approval of the timetable of meetings for 2004/2005.

##### Borough Solicitor

- 4.2 The Borough Solicitor has no specific comments on this report.

##### Access Implications

- 4.3 There are not access implications.

Background Papers - none

Contact for Further Information – Simon Evans (01344) 352263

## ANNEXE A

## DRAFT SCHEDULE OF MEETINGS - 2004-2005

	Day	Start Time	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
<b>COUNCIL</b>	Wed	7.30		23	28		15			1	19		2	27	11 (A)
Executive Briefing (closed)	Tue	5.00	4	1, 29			7, 28		2, 30		11	1	1	5	10
<b>EXECUTIVE</b>	Tue	5.00	18	15	20		21	19	16	14	25	15	15	19	24
School Performance Advisory Panel	Thu	5.00			1		30			2			3		
Grants Panel	Mon	8 am		14			21			13			7		
<b>PUBLIC SCRUTINY COMMISSION</b>	Thu	7.30	13	17	15		16	14	11	15	13	10	10	14	19
Environment Scrutiny Panel	-	7.30	18 (Tue)		21 (Wed)		30 (Thu)			7 (Tue)		3 (Thu)		20 (Wed)	
Lifelong Learning Scrutiny Panel	-	7.30	27 (Thu)	22 (Tue)			9 (Thu)		23 (Tue)		26 (Wed)			7 (Thu)	
Health, Social Care & Housing Scrutiny Panel	-	7.30	5 (Wed)		7 (Wed)		22 (Wed)		17 (Wed)		20 (Thu)		16 (Wed)		
Planning & Highways Committee	Thu	7.30	20	24	22	26	23	21	18	16	27	24	23 (Wed)	21	26
Licensing & Safety Committee	Thu	7.30			8			7		13 (Mon)			17		
Licensing Panels	Wed	2.00	5, 19	2, 16, 30	14, 28	11, 25	8, 22	6, 20	3, 17	1, 15	12, 26	9, 23	9, 22	6, 20	4, 18
<b>Employment Committee</b>	Wed	7.30		9			29			8			9		
Education Employment Sub	Tue	5.30			13			12			18			12	
Teachers' Joint Consultative	Tue	4.45		8					9				8		
Local Joint Committee	Mon	4.00	24				13		15			21			
Health and Safety Panel	Wed	3.30	5		21			13				2			
Appeals Committee	Mon	8 am		7	19		27		1	6	24			4	23
Final Accounts Committee	Tue	7.30				31									
Education Governor Appointments Committee	Mon	8.30 am		28					8			28			
Access Advisory Panel	Wed	7.30	12				8		24			23			