

**COUNCIL
19 JANUARY 2004**

**MEETINGS TIMETABLE 2005/2006
(Director of Corporate Services & Resources – Democratic & Support Services)**

1. INTRODUCTION

- 1.1 The Council is invited to approve the meetings schedule for the 2005/2006 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 Council Tax base in late November/early December.
- 3.3 Following a similar pattern to this year, a separate Annual Meeting of the Council is proposed for 2006, which would only deal with the business specified in the Constitution for the Annual Meeting.

Meetings of the Executive

- 3.5 With the exception of August, the Leader of the Council is continuing to hold meetings of the Executive each month.
- 3.6 Executive Briefings are scheduled two weeks before the Executive.

Public Scrutiny Commission and Scrutiny Panels

- 3.7 Meetings of the Public Scrutiny Commission continue to be scheduled each month, with the exception of August, in the week preceding the Executive meeting. Six meetings of each of the Scrutiny Panels are scheduled.

Planning & Highways Committee

- 3.8 Meetings of the Planning & Highways Committee are scheduled approximately every four weeks on a Thursday.

Licensing & Safety Committee and Licensing Panels

- 3.9 Meetings of the Licensing & Safety Committee continue to be scheduled quarterly. Licensing Panels are scheduled each week for the initial months of operation, on Wednesday at 2pm. If further Panel meetings are required to deal with demand, these may be arranged at short notice and at various times of day.

Alteration of Meeting Dates

- 3.10 Once these meeting dates has been approved by the Council they will set in the Council's diary. If it becomes necessary to rearrange one of these meetings this will be done in consultation with the Chairman, Vice Chairman and, where relevant, minority spokesperson.

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 no access implications.

Background Papers - none

Contact for Further Information – Colin Sweeney (01344) 352263

ANNEXE A

SCHEDULE OF MEETINGS - 2005-2006

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