

Annual Council Meeting	<b>Agenda Item: 10</b>
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<b>Meeting Date</b>	19 May 2010
<b>Report Title</b>	Timetable of Meetings
<b>Portfolio Holder</b>	Leader
<b>SMT Lead</b>	Director of Corporate Services
<b>Head of Service</b>	Interim Head of Legal
<b>Lead Officer</b>	Democratic and Electoral Services Manager
<b>Key Decision</b>	<b>No</b>
<b>Classification</b>	<b>Open</b>
<b>Forward Plan</b>	<b>Reference number:</b>

<b>Recommendations</b>	1. That Annual Council agree the programme of meetings set out in Appendix I to this report.
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## Purpose of Report and Executive Summary

- 1.1 Each year the Timetable of Meetings is submitted to Annual Council to agree the programme for the next Municipal Year.

## 2 Background

- 2.1 The Constitution requires the Council to approve a programme of meetings for the forthcoming Municipal Year.
- 2.2 Appendix I sets out a suggested programme of meetings. This is based on the previous year's programme and covers the following criteria; planning meetings are set to meet planning targets and council meetings are set to ensure financial decisions are made on time. Certain meetings meet on an 'as and when' basis and as such are not programmed into the timetable.
- 2.3 At Annual Council on 19th May 2010, Members will decide whether to establish two new committees; a Licensing Act 2003 Committee and a General Licensing Committee. If recommendation to establish a General Licensing Committee for non-Licensing Act 2003 functions is agreed, the committee could meet on the same night and have the same membership as the Licensing Act 2003 Committee.

## 3 Proposal

- 3.1 Monthly Executive meetings have been scheduled, however not all these may be required. Those highlighted in bold on the timetable are considered 'crucial'.

Members are required to decide whether to keep the remaining Executive dates on the timetable.

- 3.2 That Members agree the proposed programme of meetings for the ensuing municipal year.

## **4 Alternative Options**

- 4.1 Hackney Carriage and Private Hire Vehicles Committee undertakes non-Licensing Act 2003 functions.

## **5 Consultation Undertaken or Proposed**

- 5.1 The draft timetable has previously been circulated to the Group Leaders, Management Team and Heads of Services.

## **6 Implications**

<b>Issue</b>	<b>Implications</b>
Corporate Plan	Becoming a High Performing Organisation.
Financial, Resource and Property	The cost of servicing the Council's committees will be met within existing budgets. The establishment of any additional Committee dates would have financial and human resource implications.
Legal and Statutory	None identified at this stage.
Crime and Disorder	None identified at this stage.
Risk Management and Health and Safety	None identified at this stage.
Equality and Diversity	None identified at this stage.
Sustainability	None identified at this stage.

## **7 Appendices**

- 7.1 The following documents are to be published with this report and form part of the report
- Appendix I: Timetable of Meetings

## **8 Background Papers**

- 8.1 Not applicable.