

Annual Council Meeting	Agenda Item: 10
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Meeting Date	18 May 2011
Report Title	Timetable of Meetings
Portfolio Holder	Leader
SMT Lead	Director of Corporate Services
Head of Service	Interim Head of Legal
Lead Officer	Democratic and Electoral Services Manager
Key Decision	No
Classification	Open

Recommendations	1. That Annual Council agree the programme of meetings set out in Appendix I to this report.
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1 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 (including foot notes). 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 decided to establish two new committees; a Licensing Act 2003 Committee and a General Licensing Committee. Council on 23rd February 2011 decided that the Appointments Committee and the General Purposes Committee were to be merged; the current Appointments Committee should be a Sub-Committee of the new Committee. Council also decided that the Hackney Carriage Committee and General Licensing Committee were to be merged.

3 Proposal

- 3.1 Monthly Cabinet 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 Cabinet dates on the timetable.

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

4 Alternative Options

- 4.1 Any changes to the Committee structure would lead to amendments to the timetable of meetings. Any additional meetings would have financial and human resource implications.

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

Issue	Implications
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