

COUNCIL – 25TH FEBRUARY 2013

Report of the Chief Executive

Part A

ITEM 12 2013/2014 TIMETABLE FOR COUNCIL AND COMMITTEE MEETINGS AND MEMBER TRAINING

Purpose of Report

To consider a proposed timetable for Council and committee meetings for the next Council Year (2013/2014) and designated member training days.

Recommendations

1. That the schedule of Council, Cabinet and committee meetings, for 2013/2014, attached as Appendix 1 to the report, be approved;
2. that the schedule of scrutiny meetings, for 2013/2014, attached as Appendix 2 to the report, be approved subject to the outcome of the scrutiny review; and that, where the scrutiny review results in changes to scrutiny bodies, a revised schedule of scrutiny meetings be approved by the Scrutiny Management Board in accordance with Council Procedure Rule 27; and
3. that the proposed dates for member training days, attached as Appendix 3 to the report, be endorsed.

Reasons

1. To ensure that a schedule of meetings for 2013/2014 is agreed and published accordingly.
2. To ensure that a schedule of scrutiny meetings for 2013/2014 is agreed and can be amended accordingly if, as a result of the scrutiny review, changes are made to the structure of scrutiny and/or frequency of scrutiny meetings.
3. To ensure that there is a structure to training and development days for Councillors.

Policy Justification and Previous Decisions

Council Procedure Rule 1.1(ix) sets out the responsibility of Council to set a programme of Council meetings for the year. Council Procedure Rule 27, allows the Cabinet, scrutiny bodies and committees to fix the date and time of their meetings.

The Member Development Strategy, approved by Council on 12th November 2012 (Minute 44.1), sets out the following in respect of member training days:

- “As part of setting the annual calendar of meetings one day per month will be allocated as a training day so that members can have as much notice as possible of the dates on which training is to take place”.
- “The day of the week selected for training days will take into account the needs of all members and this may require different days to be utilised over the course of the year”.

Therefore, in proposing dates for member training days, different days of the week have been selected.

Implementation Timetable including Future Decisions

Attached as Appendices are proposed timetables for the next Council Year (2013/2014) for:

- Council, Cabinet and committee meetings (Appendix 1),
- scrutiny meetings (Appendix 2), and
- member training days (Appendix 3).

Proposed dates for scrutiny meetings have been set based on the current constitutional arrangements for scrutiny. However, a review of scrutiny is currently taking place, which includes proposals for a realigned structure. Should an alternative structure be agreed, then revised dates will need to be approved by Scrutiny Management Board.

All other dates will be confirmed and published.

Report Implications

The following implications have been identified for this report.

Financial Implications

None.

Risk Management

There are no specific risks associated with these recommendations.

Key Decision:	No.
Background Papers:	None.
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SCHEDULE OF COUNCIL AND COMMITTEE MEETINGS FOR 2013/2014

<i>Meeting</i>	<i>Day</i>	<i>Date</i>
Cabinet	Thursday	09/05/2013
Annual Council	Monday	13/05/2013
Personnel Committee	Tuesday	21/05/2013
Plans Committee	Thursday	23/05/2013
Licensing Committee	Tuesday	28/05/2013
Cabinet	Thursday	06/06/2013
Member Conduct Committee	Monday	10/06/2013
Audit Committee	Tuesday	11/06/2013
Appeals & Reviews Committee	Monday	17/06/2013
Plans Committee	Thursday	20/06/2013
Council	Monday	24/06/2013
Cabinet	Thursday	04/07/2013
Licensing Committee	Tuesday	16/07/2013
Plans Committee	Thursday	18/07/2013
Cabinet	Thursday	01/08/2013
Plans Committee	Thursday	15/08/2013
Cabinet	Thursday	29/08/2013
Member Conduct Committee	Monday	02/09/2013
Appeals & Reviews Committee	Monday	09/09/2013
Audit Committee	Tuesday	10/09/2013
Plans Committee	Thursday	12/09/2013
Council	Monday	16/09/2013
Audit Committee – (Accounts)	Tuesday	17/09/2013
Cabinet	Thursday	26/09/2013
Plans Committee	Thursday	10/10/2013
Licensing Committee	Tuesday	15/10/2013
Cabinet	Thursday	24/10/2013
Plans Committee	Thursday	07/11/2013
Council	Monday	11/11/2013
Cabinet	Thursday	21/11/2013
Appeals & Reviews Committee	Monday	02/12/2013
Audit Committee	Tuesday	03/12/2013
Plans Committee	Thursday	05/12/2013
Member Conduct	Monday	09/12/2013
Licensing Committee	Tuesday	10/12/2013
Cabinet	Thursday	19/12/2013
Plans Committee	Thursday	02/01/2014
Council	Monday	13/01/2014

<i>Meeting</i>	<i>Day</i>	<i>Date</i>
Cabinet	Thursday	16/01/2014
Plans Committee	Thursday	30/01/2014
Licensing Committee	Tuesday	11/02/2014
Cabinet	Thursday	13/02/2014
Council	Monday	24/02/2014
Plans Committee	Thursday	27/02/2014
Appeals & Reviews Committee	Monday	03/03/2014
Audit Committee	Tuesday	04/03/2014
Cabinet	Thursday	13/03/2014
Member Conduct Committee	Monday	24/03/2014
Plans Committee	Thursday	27/03/2014
Cabinet	Thursday	10/04/2014
Licensing Committee	Tuesday	15/04/2014
Plans Committee	Thursday	24/04/2014
Council	Monday	28/04/2014
Cabinet	Thursday	08/05/2014
Annual Council	Monday	12/05/2014

SCHEDULE OF SCRUTINY MEETINGS FOR 2013/2014

<i>Meeting</i>	<i>Day</i>	<i>Date</i>
Performance Scrutiny Panel	Tuesday	30/04/2013
Overview Scrutiny Group	Tuesday	07/05/2013
Overview Scrutiny Group	Monday	03/06/2013
Policy Scrutiny Group	Tuesday	04/06/2013
Scrutiny Management Board	Wednesday	19/06/2013
Overview Scrutiny Group	Monday	01/07/2013
Cabinet/Scrutiny Liaison Group	Monday	08/07/2013
Performance Scrutiny Panel	Tuesday	09/07/2013
Policy Scrutiny Group	Tuesday	23/07/2013
Overview Scrutiny Group	Monday	29/07/2013
Performance Scrutiny Panel	Tuesday	13/08/2013
Scrutiny Management Board	Wednesday	14/08/2013
Overview Scrutiny Group	Thursday	22/08/2013
Overview Scrutiny Group	Monday	23/09/2013
Policy Scrutiny Group	Tuesday	24/09/2013
Scrutiny Management Board	Wednesday	09/10/2013
Overview Scrutiny Group	Monday	21/10/2013
Cabinet/Scrutiny Liaison Group	Monday	04/11/2013
Performance Scrutiny Panel	Tuesday	12/11/2013
Overview Scrutiny Group	Monday	18/11/2013
Policy Scrutiny Group	Tuesday	19/11/2013
Scrutiny Management Board	Wednesday	04/12/2013
Overview Scrutiny Group	Monday	16/12/2013
Policy Scrutiny Group	Tuesday	07/01/2014
Overview Scrutiny Group	Tuesday	14/01/2014
Scrutiny Management Board	Wednesday	29/01/2014
Overview Scrutiny Group	Monday	10/02/2014
Performance Scrutiny Panel	Tuesday	18/02/2014
Overview Scrutiny Group	Monday	10/03/2014
Policy Scrutiny Group	Tuesday	11/03/2014
Cabinet/Scrutiny Liaison Group	Monday	17/03/2014
Performance Scrutiny Panel	Tuesday	18/03/2014
Scrutiny Management Board	Wednesday	19/03/2014
Overview Scrutiny Group	Monday	07/04/2014
Scrutiny Management Board	Wednesday	23/04/2014
Overview Scrutiny Group	Thursday	01/05/2014
Performance Scrutiny Panel	Tuesday	06/05/2014

SCHEDULE OF MEMBER TRAINING DAYS FOR 2013/2014

<i>Day</i>	<i>Date</i>
Thursday	16/05/2013
Wednesday	12/06/2013
Wednesday	17/07/2013
Thursday	08/08/2013
Tuesday	03/09/2013
Wednesday	16/10/2013
Wednesday	13/11/2013
Wednesday	11/12/2013
Monday	27/01/2014
Monday	17/02/2014
Wednesday	12/03/2014
Tuesday	08/04/2014