

To: Council

Date: 1st December 2014

Report of: Head of Law and Governance

**Title of Report: COUNCIL AND COMMITTEE PROGRAMME MAY 2015
TO MAY 2016**

Summary and Recommendations

Purpose of report: This report sets out a programme of Council and Committee meetings for the 2015/16 council year (May 2015 to May 2016 inclusive).

Policy Framework: Not applicable

Recommendations:

The Council:

- (1) approves the programme of Council and Committee meetings attached at appendix 1 for the council year 2015/16; and
- (2) delegates the setting of dates for the Standards Committee to the Head of Law and Governance, in consultation with the Chair.

Appendices

Appendix 1 – Programme of Council and Committee meetings for the council year 2015/16.

Appendix 2a– Programme of meetings in calendar format.

Appendix 2b – Programme of Scrutiny, City Executive Board and Council meetings in calendar format.

Introduction

1. This report and appendices set out the proposed schedule of Council and Committee meetings for the municipal year from May 2015 to May 2016.
2. Setting the programme for all main Council and Committee meetings in advance allows for good governance, efficient decision making and helps Members and officers to plan their workloads.
3. This schedule may require alteration as the year progresses because of changing constraints and requirements of decision making and the need to accommodate numerous competing demands on Members' time. The

Constitution contains provisions for cancelling meetings where there is no business and scheduling special meetings if required. Committees have the authority to set or amend their meetings schedules.

The Programme

4. Appendices 1 and 2a set out in different formats the programme for all main committee meetings and for monthly Members' briefings. Appendix 2b shows only the programme for City Executive Board, Scrutiny Committee, and Council meetings as these provide the framework for non-regulatory decision making.
5. The two area planning committees have scheduled monthly meetings. An additional date to be used for either committee is available in case the business cannot be completed at one meeting and the planning review committee is scheduled to meet if required.
6. The four committees dealing with regulatory licensing functions meet frequently but not regularly and in the case of the Licensing Act 2003 Hearings sub committee has to meet within set timescales. Dates for the four committees have been scheduled without differentiation. Officers can cancel or convene sub committee meetings on these dates as required by the caseload.
7. The default start time for all meetings is 6.00pm with the exception of Council and City Executive Board which are 5.00pm. Committees are able to vary this time and this year some have. This is reflected in the schedule in Appendix 1. Committees wishing to vary their start times beyond 6.30pm should consult the Committee and Member Services Manager.
8. Dates for blocks of compulsory training and for monthly briefing sessions are included to allow Members to plan ahead. These are not open to the public and the training programme will be published separately. **Members are advised to note these dates in their diaries now.**
9. Dates have not been set for the Standards Committee as it meets infrequently. It is recommended that the Head of Law and Governance is authorised to convene the Standards Committee as required.
10. A revised schedule will be put before Council if Council makes changes to the committee structure.

Access to the Diary

11. These diary dates will be available on line to members via the internet and intranet. This on-line diary is the most effective way to view accurate public meeting dates. In addition the diary file can be downloaded into your individual member's calendars. Committee and Member Services Staff can help with this. Weekly schedules will continue to be issued throughout the year.

Legal issues

None.

Financial Issues

None.

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Background papers: None

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