

To: Council

Date: 20th February 2012

Report of: Head of Law and Governance

Title of Report: PROGRAMME OF COUNCIL AND COMMITTEE MEETINGS – 2012/13 AND 2013/14

Summary and Recommendations

Purpose of report: To seek Council's agreement to a programme of Council and Committee meetings for the Council Years 2012/13 and 2013/14.

Report Approved by:

Finance: Jacqueline Yates

Legal: Jeremy Thomas

Policy Framework: Not applicable

Recommendation(s): To approve the timetable of Council and Committee meetings for the Council Years 2012/13 and 2013/14.

Appendices

Appendix 1 – Council and Committee meeting dates programme 2012/13 and 2013/14

Appendix 2 - Council and Committee meeting dates by meeting type

Appendix 3 – School holidays 2012/13 and 2013/14 and Party Conferences 2012

1. A draft timetable of Council and Committee meetings for the Council Years 2012/13 and 2013/14 is attached to this report as Appendices 1 and 2. A two year programme will help both officers and members in terms of work planning and diary management. For the future we will put to the Spring Council meeting the meetings programme for a Council Year ahead. We will also submit the immediate Year's programme, adjusted as necessary, for confirmation. So at the Spring 2013 Council meeting we will submit a meetings programme for 2014/15 together with the 2013/14 programme, adjusted as and if necessary.

2. The meetings programmes have been drafted as if the periodic review of scrutiny (currently underway) proposes no change. If changes are proposed when we report upon the review to April Council, then adjusted meetings programmes will be submitted to the Annual Council meeting.
3. The meetings programmes have regard to:-
 - School holidays (Appendix 3 sets out what they are)
 - Party Conferences (Appendix s sets out the dates in 2012 – the 2013/14 programme assumes a broadly similar Conference pattern in 2013)
 - Quarterly periodic reporting needs (for finance, performance, risk and complaints)
 - Faith days.

The programme cannot be adjusted to avoid, for example all school holidays and all faith days. It would be too disjointed if it did so.

4. The programme does not yet allocate member training days. A separate exercise will take place to draw up a member induction/training/development programme for 2012/13 and dates will be slotted into the programme following this.
5. The meetings programme includes meetings of a Standards Committee to the current timetable. We will delete or adjust these meetings depending upon decisions on future ethical conduct arrangements and how the Committee's other responsibilities might be dealt with in future.
5. The Leader is responsible for agreeing dates for the City Executive Board meetings and the dates when single executive members will reach decisions. He has been consulted on these dates. All other meetings are for Council to set.

Name and contact details of author:

William Reed
Democratic Services Manager
Oxford City Council
Town Hall
Oxford
OX1 1BX

Tel 01865 252230 wreed@oxford.gov.uk

Background papers: None
Version number: 1