

COUNCIL

24 JANUARY 2013

SCHEDULE OF MEETINGS 2013/2014

Report from: Neil Davies, Chief Executive

Author: Julie Keith, Head of Democratic Services

Summary

This report asks the Council to consider a provisional programme of meetings for the 2013/2014 municipal year, as set out in the attached appendix, for recommendation to the Council's annual meeting.

1. Budget and Policy Framework

1.1 The programme of ordinary Council and Committee meetings is a matter for formal approval by the Council at its annual meeting in May each year.

2. Background

2.1 The Council is being asked to consider a draft programme of Council and Committee meetings for the 2013/2014 municipal year in advance of a decision being made at the annual meeting in May, in order to provide some certainty for Members on the schedule of dates for key meetings during 2013/2014.

2.2 The proposed schedule of meetings for 2013/2014 is attached at Appendix A and is consistent with the pattern and frequency of meetings in 2012/2013 approved by the Council last year.

2.3 Members are asked to note that the programme of meetings of the Council's Overview and Scrutiny Committees is currently under review and may be subject to change. The Business Support Overview and Scrutiny Committee has a recently agreed a number of areas for further action and development in relation to the Council's Overview and Scrutiny arrangements including a review of the programming and management of business. This is in response to concerns raised by members about the length of meetings and pressure on the programme of business since a reduction from eight to six meetings of each Committee per year as a consequence of reduced staffing capacity in Democratic Services in April 2011. Member level discussion on this and the other areas for further development of overview and scrutiny arrangements will commence at a meeting of the Chairman and Opposition Spokespersons for Business Support Overview and Scrutiny Committee on 31 January 2013.

3. Risk management

3.1 There are no risk management implications arising from this report.

4. Consultation

4.1 Group Leaders and Whips and officers from each Directorate have been consulted on the proposed meetings schedule.

5. Financial and legal implications

5.1 In response to a reduction in staffing capacity in Democratic Services effective from April 2011, the Council agreed a commensurate adjustment in member level meetings and activity including a reduction from seventeen to twelve Cabinet meetings per year and a reduction from eight to six meetings of the Council and its Overview and Scrutiny Committees. Any increase in the overall number of member level meetings could only be achieved with an increase in staffing resources in Democratic Services.

6. Recommendation

6.1 The Council is asked to agree a programme of Council and Committee meetings for 2013/2014 as set out in Appendix A to the report for recommendation to the annual meeting of the Council on 15 May 2013.

Lead officer contact

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Background papers

None

SCHEDULE OF MEETINGS MAY 2013 - MAY 2014

Please note that all meetings are held at Gun Wharf unless otherwise stated and this information is subject to change

DATE	MEETING	VENUE
MAY 2013		
Wed 8 May	7pm Planning Committee	
Tue 14 May	3pm Cabinet	
Wed 15 May	7pm Annual Council	
Wed 29 May	7pm Planning Committee	
JUNE 2013		
Tue 4 June	6.30pm Children and Young People Overview and Scrutiny Committee	
Fri 7 June	9.30am Licensing Hearing Panel / 1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Mon 10 June	6pm Councillor Conduct Committee	
Tue 11 June	3pm Cabinet	
Thu 13 June	8.45am School Transport and Curriculum Appeals Committee	
Thu 13 June	10am South Thames Gateway Building Control Joint Committee (provisional – tba by Swale)	
Fri 14 June	2pm Licensing Sub-Committee of Licensing and Safety Committee	
Tue 18 June	9.30am Licensing Hearing Panel / 1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Wed 19 June	7pm Planning Committee	
Thu 20 June	6.30pm Business Support Overview and Scrutiny Committee	
Tue 25 June	6.30pm Health and Adult Social Care Overview and Scrutiny Committee	
Thu 27 June	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	

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DATE	MEETING	VENUE
JULY 2013		
Thu 4 July	7pm Employment Matters Committee	
Fri 5 July	9.30am Licensing Hearing Panel / 1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Mon 8 July	6pm Councillor Conduct Committee	
Tue 9 July	3pm Cabinet	
Wed 10 July	7pm Planning Committee	
Thu 11 July	7pm Audit Committee	
Tue 16 July	9.30am Licensing Hearing Panel / 1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 16 July	6.30pm Children and Young People Overview and Scrutiny Committee	
Thu 18 July	8.45am School Transport and Curriculum Appeals Committee	
Thu 18 July	4pm Health and Wellbeing Board	
Tue 23 July	6pm Licensing and Safety Committee	
Thu 25 July	7pm Council	
Tue 30 July	9.30am Licensing Hearing Panel / 1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Wed 31 July	7pm Planning Committee	
AUGUST 2013		
Fri 2 August	9.30am Licensing Hearing Panel / 1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 6 August	3pm Cabinet	
Wed 7 August	6.30pm Business Support Overview and Scrutiny Committee	

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DATE	MEETING	VENUE
Thu 8 August	8.45am School Transport and Curriculum Appeals Committee	
Mon 12 August	6pm Councillor Conduct Committee	
Tue 13 August	9.30am Licensing Hearing Panel / 1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Wed 14 August	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	
Tue 20 August	6.30pm Health and Adult Social Care Overview and Scrutiny Committee	
Wed 21 August	7pm Planning Committee	
Fri 23 August	2pm Licensing Sub-Committee of Licensing and Safety Committee	
Tue 27 August	9.30am Licensing Hearing Panel / 1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Thu 29 August	8.45am School Transport and Curriculum Appeals Committee	
SEPTEMBER 2013		
Tue 3 September	3pm Cabinet	
Fri 6 September	9.30am Licensing Hearing Panel / 1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Wed 11 September	7pm Planning Committee	
Thu 12 September	7pm Employment Matters Committee	
Mon 16 September	6pm Councillor Conduct Committee	
Tue 17 September	9.30am Licensing Hearing Panel / 1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Wed 18 September	6pm Licensing and Safety Committee	
Thu 19 September	8.45am School Transport and Curriculum Appeals Committee	
Thu 19 September	10am South Thames Gateway Building Control Joint Committee (provisional – tba by Swale)	

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DATE	MEETING	VENUE
Tue 24 September	6.30pm Business Support Overview and Scrutiny Committee	
Wed 25 September	7pm Audit Committee	
Thu 26 September	6.30pm Children and Young People Overview and Scrutiny Committee	
Fri 27 September	9.30am Licensing Hearing Panel / 1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
OCTOBER 2013		
Tue 1 October	3pm Cabinet	
Wed 2 October	7pm Planning Committee	
Thu 3 October	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	
Fri 4 October	2pm Licensing Sub-Committee of Licensing and Safety Committee	
Tue 8 October	9.30am Licensing Hearing Panel / 1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 8 October	6.30pm Health and Adult Social Care Overview and Scrutiny Committee	
Tue 15 October	6pm Licensing and Safety Committee	
Thu 17 October	7pm Council	
Mon 21 October	6pm Councillor Conduct Committee	
Tue 22 October	4pm Health and Wellbeing Board	
Wed 23 October	7pm Planning Committee	
Thu 24 October	8.45am School Transport and Curriculum Appeals Committee	
Fri 25 October	9.30am Licensing Hearing Panel / 1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 29 October	3pm Cabinet	

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DATE	MEETING	VENUE
NOVEMBER 2013		
Tue 5 November	9.30am Licensing Hearing Panel / 1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Wed 13 November	7pm Planning Committee	
Mon 18 November	6pm Councillor Conduct Committee	
Wed 20 November	6pm Licensing and Safety Committee	
Thu 21 November	8.45am School Transport and Curriculum Appeals Committee	
Fri 22 November	9.30am Licensing Hearing Panel / 1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 26 November	3pm Cabinet	
Thu 28 November	7pm Employment Matters Committee	
DECEMBER 2013		
Wed 4 December	7pm Planning Committee	
Thu 5 December	6.30pm Business Support Overview and Scrutiny Committee	
Fri 6 December	2pm Licensing Sub-Committee of Licensing and Safety Committee	
Tue 10 December	9.30am Licensing Hearing Panel / 1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 10 December	6.30pm Children and Young People Overview and Scrutiny Committee	
Wed 11 December	7pm Audit Committee	
Thu 12 December	8.45am School Transport and Curriculum Appeals Committee	
Thu 12 December	10am South Thames Gateway Building Control Joint Committee (provisional – tba by Swale)	
Thu 12 December	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	

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DATE	MEETING	VENUE
Mon 16 December	6pm Councillor Conduct Committee	
Tue 17 December	3pm Cabinet	
Wed 18 December	6.30pm Health and Adult Social Care Overview and Scrutiny Committee	
JANUARY 2014		
Wed 8 January	7pm Planning Committee	
Thu 9 January	4pm Health and Wellbeing Board	
Fri 10 January	9.30am Licensing Hearing Panel / 1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 14 January	3pm Cabinet	
Tue 14 January	6.30pm Children and Young People Overview and Scrutiny Committee	
Wed 15 January	7pm Employment Matters Committee	
Thu 16 January	8.45am School Transport and Curriculum Appeals Committee	
Tue 21 January	6pm Licensing and Safety Committee	
Thu 23 January	7pm Council	
Mon 27 January	6pm Councillor Conduct Committee	
Tue 28 January	9.30am Licensing Hearing Panel / 1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 28 January	6.30pm Health and Adult Social Care Overview and Scrutiny Committee	
Wed 29 January	7pm Planning Committee	
Thu 30 January	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	

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DATE	MEETING	VENUE
FEBRUARY 2014		
Thu 6 February	6.30pm Business Support Overview and Scrutiny Committee	
Fri 7 February	9.30am Licensing Hearing Panel / 1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 11 February	9.30am Licensing Hearing Panel / 1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 11 February	3pm Cabinet (budget)	
Thu 13 February	8.45am School Transport and Curriculum Appeals Committee	
Fri 14 February	2pm Licensing Sub-Committee of Licensing and Safety Committee	
Wed 19 February	7pm Planning Committee	
Thu 20 February	7pm Council (budget)	
Mon 24 February	6pm Councillor Conduct Committee	
Fri 28 February	9.30am Licensing Hearing Panel / 1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
MARCH 2014		
Tue 11 March	9.30am Licensing Hearing Panel / 1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 11 March	3pm Cabinet	
Wed 12 March	7pm Planning Committee	
Wed 19 March	6.30pm Business Support Overview and Scrutiny Committee	
Thu 20 March	8.45am School Transport and Curriculum Appeals Committee	
Thu 20 March	10am South Thames Gateway Building Control Joint Committee (provisional – tba by Swale)	
Thu 20 March	7pm Audit Committee	

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DATE	MEETING	VENUE
Fri 21 March	9.30am Licensing Hearing Panel / 1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 25 March	6.30pm Children and Young People Overview and Scrutiny Committee	
Mon 31 March	6pm Councillor Conduct Committee	
APRIL 2014		
Tue 1 April	6pm Licensing and Safety Committee	
Wed 2 April	7pm Planning Committee	
Tue 8 April	9.30am Licensing Hearing Panel / 1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 8 April	3pm Cabinet	
Tue 8 April	6.30pm Health and Adult Social Care Overview and Scrutiny Committee	
Thu 10 April	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	
Fri 11 April	2pm Licensing Sub-Committee of Licensing Committee	
Thu 17 April	8.45am School Transport and Curriculum Appeals Committee	
Thu 17 April	7pm Employment Matters Committee	
Tue 22 April	4pm Health and Wellbeing Board	
Wed 23 April	7pm Planning Committee	
Thu 24 April	7pm Council	
Fri 25 April	9.30am Licensing Hearing Panel / 1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Mon 28 April	6pm Councillor Conduct Committee	

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DATE	MEETING	VENUE
MAY 2014		
Tue 13 May	3pm Cabinet	
Wed 14 May	7pm Annual Council (provisional)	