

## **COUNCIL**

**24 JANUARY 2014**

### **SCHEDULE OF MEETINGS 2014/2015**

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 2014/2015 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 2014/2015 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 2014/2015.

2.2 The proposed schedule of meetings for 2014/2015 is attached at Appendix A and is broadly consistent with the pattern and frequency of meetings in 2013/2014 with the following variations:

- The Business Support Overview and Scrutiny Committee will meet at the end of the Overview and Scrutiny Committee cycle with the exception of the December cycle where, for constitutional reasons, Business Support Overview and Scrutiny Committee needs to meet first to receive budget proposals.
- The first meeting of the Planning Committee in the 2014/15 Municipal Year will be held on Tuesday 20 May rather than Wednesday 21 to avoid a potentially late Committee meeting the night before the European Parliamentary elections on Thursday 22 May. Following discussion with the Chairman and Opposition Spokespersons meetings of the Planning Committee will be held monthly.
- There has been a small adjustment to the timing of Audit Committee meetings as there is cross-party support for the Committee taking over the scrutiny of Treasury Management in its entirety, thereby relieving pressure on the work programme of the Business Support Overview and

Scrutiny Committee. This will be formally recommended to the Council at its next meeting.

### **3. Risk management**

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

### **4. Consultation**

4.1 Group Whips, Directors, and other lead officers from each Directorate have been consulted on the proposed meetings schedule. Group Leaders have also been kept informed as the timetable for 2014/15 has been developed.

### **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 2014/2015 as set out in Appendix A to the report for recommendation to the annual meeting of the Council on 14 May 2014.

### **Lead officer contact**

Julie Keith, Head of Democratic Services  
Telephone: 01634 332760  
Email: julie.keith@medway.gov.uk

### **Background papers**

None

## SCHEDULE OF MEETINGS MAY 2014 - MAY 2015

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

| DATE             | MEETING   | VENUE              |
|------------------|---|--------------------|
| <b>MAY 2014</b>  |   |                    |
| Tue 13 May       | 3pm Cabinet   | Meeting Room 2     |
| Wed 14 May       | 7pm Annual Council  | St George's Centre |
| Tue 20 May       | 6.30pm Planning Committee   | Meeting Room 2     |
| Thu 22 May       | EUROPEAN ELECTION   |                    |
| Fri 30 May       | 2.00pm Licensing Sub-Committee of Licensing and Safety Committee  |                    |
| <b>JUNE 2014</b> |   |                    |
| Tue 3 June       | 6.30pm Children and Young People Overview and Scrutiny Committee  |                    |
| Fri 6 June       | 9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee |                    |
| Mon 9 June       | 6pm Councillor Conduct Committee  |                    |
| Tue 10 June      | 3pm Cabinet   | Meeting Room 2     |
| Thu 12 June      | 8.45am School Transport and Curriculum Appeals Committee  |                    |
| Thu 12 June      | 10am South Thames Gateway Building Control Joint Committee  |                    |
| Fri 13 June      | 2pm Licensing Sub-Committee of Licensing and Safety Committee   |                    |
| Tue 17 June      | 9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee |                    |
| Tue 17 June      | 4pm Health and Wellbeing Board  |                    |
| Wed 18 June      | 6.30pm Planning Committee   | Meeting Room 2     |
| Tue 24 June      | 6.30pm Health and Adult Social Care Overview and Scrutiny Committee                                     | Meeting Room 2     |

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| <b>DATE</b>         | <b>MEETING</b>  | <b>VENUE</b>              |
|---------------------|---|---------------------------|
| <b>Wed 25 June</b>  | 7pm Employment Matters Committee  |                           |
| <b>Thu 26 June</b>  | 6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee                              |                           |
| <b>JULY 2014</b>    |   |                           |
| <b>Tue 1 July</b>   | 6pm Licensing and Safety Committee  |                           |
| <b>Thu 3 July</b>   | 6.30pm Business Support Overview and Scrutiny Committee   |                           |
| <b>Fri 4 July</b>   | 9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee |                           |
| <b>Mon 7 July</b>   | 6pm Councillor Conduct Committee  |                           |
| <b>Tue 8 July</b>   | <b>3pm Cabinet</b>  | <b>Meeting Room 2</b>     |
| <b>Thu 10 July</b>  | 7pm Audit Committee   |                           |
| <b>Tue 15 July</b>  | 9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee |                           |
| <b>Tue 15 July</b>  | 6.30pm Children and Young People Overview and Scrutiny Committee  |                           |
| <b>Wed 16 July</b>  | 6.30pm Planning Committee   |                           |
| <b>Thu 17 July</b>  | 8.45am School Transport and Curriculum Appeals Committee  |                           |
| <b>Tue 22 July</b>  | 6pm Licensing and Safety Committee  |                           |
| <b>Thu 24 July</b>  | <b>7pm Council</b>  | <b>St George's Centre</b> |
| <b>AUGUST 2014</b>  |   |                           |
| <b>Fri 1 August</b> | 9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee |                           |
| <b>Tue 5 August</b> | <b>3pm Cabinet</b>  | <b>Meeting Room 2</b>     |
| <b>Thu 7 August</b> | 8.45am School Transport and Curriculum Appeals Committee  |                           |

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| <b>DATE</b>             | <b>MEETING</b>  | <b>VENUE</b>          |
|-------------------------|---|-----------------------|
| <b>Mon 11 August</b>    | 6pm Councillor Conduct Committee  |                       |
| <b>Tue 12 August</b>    | 9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee |                       |
| <b>Wed 13 August</b>    | 6.30pm Planning Committee   | Meeting Room 2        |
| <b>Thu 14 August</b>    | 4pm Health and Wellbeing Board  |                       |
| <b>Tue 19 August</b>    | 6.30pm Health and Adult Social Care Overview and Scrutiny Committee                                     |                       |
| <b>Thu 21 August</b>    | 6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee                              |                       |
| <b>Fri 22 August</b>    | 2pm Licensing Sub-Committee of Licensing and Safety Committee   |                       |
| <b>Tue 26 August</b>    | 9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee |                       |
| <b>Tue 26 August</b>    | 6.30pm Business Support Overview and Scrutiny Committee   |                       |
| <b>Thu 28 August</b>    | 8.45am School Transport and Curriculum Appeals Committee  |                       |
| <b>SEPTEMBER 2014</b>   |   |                       |
| <b>Tue 2 September</b>  | <b>3pm Cabinet</b>  | <b>Meeting Room 2</b> |
| <b>Wed 3 September</b>  | 7pm Employment Matters Committee  |                       |
| <b>Wed 10 September</b> | 6.30pm Planning Committee   | Meeting Room 2        |
| <b>Thu 11 September</b> | 8.45am School Transport and Curriculum Appeals Committee  |                       |
| <b>Fri 12 September</b> | 9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee |                       |
| <b>Mon 15 September</b> | 6pm Councillor Conduct Committee  |                       |
| <b>Wed 17 September</b> | 6pm Licensing and Safety Committee  |                       |
| <b>Thu 18 September</b> | 6.30pm Children and Young People Overview and Scrutiny Committee  |                       |

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| <b>DATE</b>             | <b>MEETING</b>  | <b>VENUE</b>              |
|-------------------------|---|---------------------------|
| <b>Tue 23 September</b> | 9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee |                           |
| <b>Thu 25 September</b> | 7pm Audit Committee   |                           |
| <b>Tue 30 September</b> | <b>3pm Cabinet</b>  | <b>Meeting Room 2</b>     |
| <b>Tue 30 September</b> | 6.30pm Health and Adult Social Care Overview and Scrutiny Committee                                     |                           |
| <b>OCTOBER 2014</b>     |   |                           |
| <b>Thu 2 October</b>    | 6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee                              |                           |
| <b>Fri 3 October</b>    | 2pm Licensing Sub-Committee of Licensing and Safety Committee   |                           |
| <b>Tue 7 October</b>    | 10am South Thames Gateway Building Control Joint Committee (tbc)  |                           |
| <b>Tue 7 October</b>    | 6.30pm Business Support Overview and Scrutiny Committee   |                           |
| <b>Wed 8 October</b>    | 6.30pm Planning Committee   | Meeting Room 2            |
| <b>Fri 10 October</b>   | 9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee |                           |
| <b>Tue 14 October</b>   | 6pm Licensing and Safety Committee  |                           |
| <b>Thu 16 October</b>   | <b>7pm Council</b>  | <b>St George's Centre</b> |
| <b>Mon 20 October</b>   | 6pm Councillor Conduct Committee  |                           |
| <b>Tue 21 October</b>   | 9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee |                           |
| <b>Tue 21 October</b>   | 4pm Health and Wellbeing Board  |                           |
| <b>Thu 23 October</b>   | 8.45am School Transport and Curriculum Appeals Committee  |                           |
| <b>Tue 28 October</b>   | <b>3pm Cabinet</b>  | <b>Meeting Room 2</b>     |

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| DATE                 | MEETING   | VENUE                 |
|----------------------|---|-----------------------|
| <b>NOVEMBER 2014</b> |   |                       |
| Wed 5 November       | 6.30pm Planning Committee   |                       |
| Fri 7 November       | 9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee |                       |
| Mon 17 November      | 6pm Councillor Conduct Committee  |                       |
| Tue 19 November      | 6pm Licensing and Safety Committee  |                       |
| Wed 19 November      | 7pm Employment Matters Committee  |                       |
| Thu 20 November      | 8.45am School Transport and Curriculum Appeals Committee  |                       |
| Fri 21 November      | 9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee |                       |
| Tue 25 November      | <b>3pm Cabinet</b>  | <b>Meeting Room 2</b> |
| <b>DECEMBER 2014</b> |   |                       |
| Tue 2 December       | 9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee |                       |
| Wed 3 December       | 6.30pm Planning Committee   | Meeting Room 2        |
| Thu 4 December       | 6.30pm Business Support Overview and Scrutiny Committee   |                       |
| Fri 5 December       | 2pm Licensing Sub-Committee of Licensing and Safety Committee   |                       |
| Tue 9 December       | 6.30pm Children and Young People Overview and Scrutiny Committee  |                       |
| Thu 11 December      | 10am South Thames Gateway Building Control Joint Committee (tbc)  |                       |
| Thu 11 December      | 6.30pm Health and Adult Social Care Overview and Scrutiny Committee                                     |                       |
| Mon 15 December      | 6pm Councillor Conduct Committee  |                       |
| Tue 16 December      | <b>3pm Cabinet</b>  | <b>Meeting Room 2</b> |

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| <b>DATE</b>            | <b>MEETING</b>  | <b>VENUE</b>              |
|------------------------|---|---------------------------|
| <b>Thu 18 December</b> | 8.45am School Transport and Curriculum Appeals Committee  |                           |
| <b>Thu 18 December</b> | 6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee                              |                           |
| <b>Fri 19 December</b> | 9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee |                           |
| <b>JANUARY 2015</b>    |   |                           |
| <b>Wed 7 January</b>   | 6.30pm Planning Committee   | Meeting Room 2            |
| <b>Tue 13 January</b>  | <b>3pm Cabinet</b>  | <b>Meeting Room 2</b>     |
| <b>Wed 14 January</b>  | 6.30pm Children and Young People Overview and Scrutiny Committee  |                           |
| <b>Thu 15 January</b>  | 8.45am School Transport and Curriculum Appeals Committee  |                           |
| <b>Thu 15 January</b>  | 7pm Audit Committee   |                           |
| <b>Fri 16 January</b>  | 9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee |                           |
| <b>Tue 20 January</b>  | 6pm Licensing and Safety Committee  |                           |
| <b>Wed 21 January</b>  | 4pm Health and Wellbeing Board  |                           |
| <b>Thu 22 January</b>  | <b>7pm Council</b>  | <b>St George's Centre</b> |
| <b>Mon 26 January</b>  | 6pm Councillor Conduct Committee  |                           |
| <b>Tue 27 January</b>  | 9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee |                           |
| <b>Tue 27 January</b>  | 6.30pm Health and Adult Social Care Overview and Scrutiny Committee                                     |                           |
| <b>Wed 28 January</b>  | 7pm Employment Matters Committee  |                           |
| <b>Thu 29 January</b>  | 6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee                              |                           |



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| DATE                 | MEETING   | VENUE                     |
|----------------------|---|---------------------------|
| <b>FEBRUARY 2015</b> |   |                           |
| Tue 3 February       | 6.30pm Business Support Overview and Scrutiny Committee   |                           |
| Wed 4 February       | 6.30pm Planning Committee   | Meeting Room 2            |
| Tue 10 February      | 9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee |                           |
| Tue 10 February      | <b>3pm Cabinet</b>  | <b>Meeting Room 2</b>     |
| Thu 12 February      | 8.45am School Transport and Curriculum Appeals Committee  |                           |
| Fri 13 February      | 2pm Licensing Sub-Committee of Licensing and Safety Committee   |                           |
| Thu 19 February      | <b>7pm Council</b>  | <b>St George's Centre</b> |
| Mon 23 February      | 6pm Councillor Conduct Committee  |                           |
| Fri 27 February      | 9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee |                           |
| <b>MARCH 2015</b>    |   |                           |
| Wed 4 March          | 6.30pm Planning Committee   | Meeting Room 2            |
| Tue 10 March         | 9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee |                           |
| Tue 10 March         | <b>3pm Cabinet</b>  | <b>Meeting Room 2</b>     |
| Thu 12 March         | 4pm Health and Wellbeing Board  |                           |
| Thu 19 March         | 8.45am School Transport and Curriculum Appeals Committee  |                           |
| Thu 19 March         | 10am South Thames Gateway Building Control Joint Committee (tbc)  |                           |
| Thu 19 March         | 7pm Audit Committee   |                           |
| Tue 24 March         | 6pm Licensing and Safety Committee  |                           |

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| <b>DATE</b>         | <b>MEETING</b>  | <b>VENUE</b>              |
|---------------------|---|---------------------------|
| <b>Wed 25 March</b> | 6.30pm Children and Young People Overview and Scrutiny Committee  |                           |
| <b>Fri 27 March</b> | 9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee |                           |
| <b>Mon 30 March</b> | 6pm Councillor Conduct Committee  |                           |
| <b>Tue 31 March</b> | 6.30pm Health and Adult Social Care Overview and Scrutiny Committee                                     |                           |
| <b>APRIL 2015</b>   |   |                           |
| <b>Wed 1 April</b>  | 6.30pm Planning Committee   | Meeting Room 2            |
| <b>Tue 7 April</b>  | 9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee |                           |
| <b>Tue 7 April</b>  | 6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee                              |                           |
| <b>Thu 9 April</b>  | 6.30pm Business Support Overview and Scrutiny Committee   |                           |
| <b>Tue 14 April</b> | <b>3pm Cabinet</b>  | <b>Meeting Room 2</b>     |
| <b>Wed 15 April</b> | 7pm Employment Matters Committee  |                           |
| <b>Thu 16 April</b> | 8.45am School Transport and Curriculum Appeals Committee  |                           |
| <b>Fri 17 April</b> | 2pm Licensing Sub-Committee of Licensing and Safety Committee   |                           |
| <b>Thu 23 April</b> | <b>7pm Council</b>  | <b>St George's Centre</b> |
| <b>Fri 24 April</b> | 9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee |                           |
| <b>Mon 27 April</b> | 6pm Councillor Conduct Committee  |                           |
| <b>Wed 29 April</b> | 6.30pm Planning Committee   | Meeting Room 2            |
| <b>MAY 2015</b>     |   |                           |
| <b>Thu 7 May</b>    | LOCAL/GENERAL ELECTION  |                           |

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| <b>DATE</b> | <b>MEETING</b>                   | <b>VENUE</b>       |
|-------------|----------------------------------|--------------------|
| Wed 27 May  | 7pm Annual Council (provisional) | St George's Centre |