

COUNCIL

14 APRIL 2011

SCHEDULE OF MEETINGS 2011/2012

Report from: Neil Davies, Chief Executive

Author: Julie Keith, Head of Democratic Services

Summary

This report asks the Council to consider a draft programme of meetings for the 2011/12 municipal year, as set out in the attached appendix, for recommendation to the annual meeting of the Council.

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 asked to agree that the draft programme of Council and Committee meetings for the 2011/12 municipal year, attached at Appendix A, should be referred to the Annual Council meeting for approval. The draft programme is being presented to this meeting of the Council at the request of the Cabinet.

2.2 On 24 February 2011, in a report on the 2011/12 Capital and Revenue budgets, the Council was notified of the impact of staffing reductions in Democratic Services and that the Cabinet had requested a draft meetings timetable based on a commensurate reduction in the frequency of Council, Cabinet and Overview and Scrutiny Committees as follows:

Proposal	Reduction in number of meetings where relevant
Reduce from 8 to 6 Council meetings	2
Reduce from 16 to 12 Cabinet/Cabinet Briefings	8
Reduce from 8 to 6 meetings of each Overview and Scrutiny Committee	8
Restrict Overview and Scrutiny to 3 task groups or themed meetings in total per year	(previously between 4 and 6 Task Groups or themed meetings in total a year)
Reduce number of International Relations Committee meetings from 4 to 2	2

- 2.3 The draft programme of meetings attached at Appendix A has been constructed on the basis of the Cabinet's recommendation for a reduction in the frequency of some meetings as set out in paragraph 2.2 above.
- 2.4 Consideration is being given to options for managing a reduction in in-depth scrutiny work, which is also recommended by the Cabinet to offset reduced capacity within Democratic Services. The proposal is to restrict in-depth review work to no more than 3 task groups or themed meetings in total across all overview and scrutiny committees next year. If this is agreed, a proposed way forward will be reported to the Business Support Overview and Scrutiny Committee after the local elections. Whilst, under the constitution, each Committee would continue to be responsible for its own work programme the Business Support Overview and Scrutiny Committee may need to exercise its co-ordinating role and provide guidance on priorities for scrutiny activity to ensure in-depth review work is managed in the context of reduced officer capacity within Democratic Services.

3. Consultation

- 3.1 The Group Whips and officers from each directorate have been consulted on the proposed meetings schedule.

4. Financial and legal implications

- 4.1 There are no financial or legal implications arising from this report. The proposed reduction in frequency of meetings and in depth scrutiny work is commensurate with a reduction in staffing budgets and the loss of posts within Democratic Services and Members Services.

5. Risk management

- 5.1 There are no risk management implications arising from this report. It is considered that the business of the Council can be managed adequately with the proposed reduction in member-level meeting activity.

6. Recommendations

- 6.1 The Council is asked to recommend the programme of Council and Committee meetings for 2011/2012 to the annual meeting of the Council as set out at Appendix A.
- 6.2 The Council is asked to note and agree the proposed reduction in in-depth scrutiny review work as set out in paragraphs 2.2 and 2.4 in the report and that proposals for how this should be coordinated and managed be presented to the Business Support Overview and Scrutiny Committee for consideration.

Background papers

Council meeting 24 February 2011 – Item 6: Capital and Revenue Budgets 2011/12

Lead officer contact

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SCHEDULE OF MEETINGS MAY 2011 - MAY 2012

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

* Induction sessions will precede these meetings

DATE	MEETING	VENUE
MAY 2011		
Thu 5 May	Local election	
Wed 25 May	7pm Annual Council	St George's Centre
Tue 31 May	6.30pm Referrals Sub-Committee of Standards Committee	
JUNE 2011		
Wed 1 June	7pm Planning Committee	
Tue 7 June	3pm Cabinet	
Tue 7 June	*7pm Children and Young People Overview and Scrutiny Committee	
Wed 8 June	*2pm School Transport and Curriculum Appeals Committee	
Thu 9 June	10am South Thames Gateway Joint Building Control Committee	To be advised
Thu 9 June	*7pm Business Support Overview and Scrutiny Committee	
Fri 10 June	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Wed 15 June	6.30pm Referrals Sub-Committee of Standards Committee	
Wed 15 June	7pm Standards Committee	
Thu 16 June	*7pm Regeneration, Community and Culture Overview and Scrutiny Committee	
Fri 17 June	2pm Licensing Sub-Committee of Licensing and Safety Committee	
Tue 21 June	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Wed 22 June	7pm Planning Committee	

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DATE	MEETING	VENUE
Thu 23 June	*6pm Health and Adult Social Care Overview and Scrutiny Committee	
Wed 29 June	*7pm Employment Matters Committee	
JULY 2011		
Tue 5 July	3pm Cabinet	
Tue 5 July	*7pm Audit Committee	
Wed 6 July	6pm International Relations Committee	
Wed 6 July	6.30pm Referrals Sub-Committee of Standards Committee	
Fri 8 July	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Wed 13 July	2pm School Transport and Curriculum Appeals Committee	
Wed 13 July	7pm Planning Committee	
Thu 14 July	7pm Council	St George's Centre
Tue 19 July	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 19 July	6.30pm Children and Young People Overview and Scrutiny Committee	
Wed 20 July	6pm Licensing and Safety Committee	
Tue 26 July	7pm Standards Committee	
Wed 27 July	7pm Employment Matters Committee	
AUGUST 2011		
Tue 2 August	3pm Cabinet	
Tue 2 August	6.30pm Referrals Sub-Committee of Standards Committee	
Wed 3 August	8.45am School Transport and Curriculum Appeals Committee	

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DATE	MEETING	VENUE
Wed 3 August	7pm Planning Committee	
Thu 4 August	6.30pm Business Support Overview and Scrutiny Committee	
Fri 5 August	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Wed 10 August	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	
Fri 12 August	2pm Licensing Sub-Committee of Licensing and Safety Committee	
Tue 16 August	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Wed 17 August	8.45am School Transport and Curriculum Appeals Committee	
Thu 18 August	5pm Health and Adult Social Care Overview and Scrutiny Committee	
Wed 24 August	7pm Planning Committee	
Tue 30 August	6.30pm Referrals Sub-Committee of Standards Committee	
SEPTEMBER 2011		
Fri 2 September	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 6 September	3pm Cabinet	
Tue 13 September	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Wed 14 September	7pm Planning Committee	
Thu 15 September	10am South Thames Gateway Joint Building Control Committee	To be advised
Thu 15 September	7pm Employment Matters Committee	
Tue 20 September	6.30pm Business Support Overview and Scrutiny Committee	
Wed 21 September	8.45am School Transport and Curriculum Appeals Committee	
Wed 21 September	6.30pm Referrals Sub-Committee of Standards Committee	

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DATE	MEETING	VENUE
Tue 27 September	6.30pm Children and Young People Overview and Scrutiny Committee	
Wed 28 September	7pm Standards Committee	
Thu 29 September	7pm Audit Committee	
Fri 30 September	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	
OCTOBER 2011		
Tue 4 October	3pm Cabinet	
Tue 4 October	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	
Wed 5 October	7pm Planning Committee	
Thu 6 October	5pm Health and Adult Social Care Overview and Scrutiny Committee	
Fri 7 October	2pm Licensing Sub-Committee of Licensing and Safety Committee	
Tue 11 October	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Thu 13 October	6.30pm Referrals Sub-Committee of Standards Committee	
Tue 18 October	6pm Licensing and Safety Committee	
Wed 19 October	8.45am School Transport and Curriculum Appeals Committee	
Thu 20 October	7pm Council	St George's Centre
Wed 26 October	7pm Planning Committee	
Thu 27 October	7pm Employment Matters Committee	
Fri 28 October	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	
NOVEMBER 2011		
Tue 1 November	3pm Cabinet	

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DATE	MEETING	VENUE
Tue 8 November	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Wed 9 November	6.30pm Referrals Sub-Committee of Standards Committee	
Wed 16 November	8.45am School Transport and Curriculum Appeals Committee	
Wed 16 November	7pm Planning Committee	
Fri 25 November	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 29 November	3pm Cabinet (initial budget proposals)	
Wed 30 November	6.30pm Referrals Sub-Committee of Standards Committee	
Wed 30 November	7pm Standards Committee	
DECEMBER 2011		
Thu 1 December	6.30pm Business Support Overview and Scrutiny Committee	
Fri 2 December	2pm Licensing Sub-Committee of Licensing and Safety Committee	
Tue 6 December	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 6 December	6.30pm Children and Young People Overview and Scrutiny Committee	
Wed 7 December	7pm Planning Committee	
Thu 8 December	10am South Thames Gateway Joint Building Control Committee	To be advised
Thu 8 December	7pm Employment Matters Committee	
Tue 13 December	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	
Wed 14 December	8.45am School Transport and Curriculum Appeals Committee	
Wed 14 December	6pm International Relations Committee	
Thu 15 December	5pm Health and Adult Social Care Overview and Scrutiny Committee	

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DATE	MEETING	VENUE
Tue 20 December	3pm Cabinet	
Tue 20 December	6.30pm Referrals Sub-Committee of Standards Committee	
Tue 20 December	7pm Audit Committee	
JANUARY 2012		
Wed 4 January	7pm Planning Committee	
Fri 6 January	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Wed 11 January	6pm Licensing and Safety Committee	
Thu 12 January	7pm Council	St George's Centre
Tue 17 January	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 17 January	3pm Cabinet	
Tue 17 January`	6.30pm Referrals Sub-Committee of Standards Committee	
Wed 18 January	8.45am School Transport and Curriculum Appeals Committee	
Wed 18 January	7pm Employment Matters Committee	
Thu 19 January	6.30pm Children and Young People Overview and Scrutiny Committee	
Tue 24 January	7pm Standards Committee	
Wed 25 January	7pm Planning Committee	
Thu 26 January	5pm Health and Adult Social Care Overview and Scrutiny Committee	
Tue 31 January	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	
FEBRUARY 2012		
Thu 2 February	6.30pm Business Support Overview and Scrutiny Committee	

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DATE	MEETING	VENUE
Fri 3 February	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Thu 9 February	6.30pm Referrals Sub-Committee of Standards Committee	
Fri 10 February	2pm Licensing Sub-Committee of Licensing and Safety Committee	
Tue 14 February	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 14 February	3pm Cabinet (final budget proposals)	
Tue 15 February	8.45am School Transport and Curriculum Appeals Committee	
Tue 15 February	7pm Planning Committee	
Thu 23 February	7pm Council (budget)	St George's Centre
Wed 29 February	7pm Employment Matters Committee	
MARCH 2012		
Fri 2 March	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 6 March	6.30pm Referrals Sub-Committee of Standards Committee	
Wed 7 March	7pm Planning Committee	
Tue 13 March	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 13 March	3pm Cabinet	
Wed 14 March	8.45am School Transport and Curriculum Appeals Committee	
Wed 14 March	6.30pm Children and Young People Overview and Scrutiny Committee	
Tue 20 March	7pm Standards Committee	
Wed 21 March	6.30pm Business Support Overview and Scrutiny Committee	
Thu 22 March	10am South Thames Gateway Joint Building Control Committee	To be advised

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DATE	MEETING	VENUE
Tue 27 March	5pm Health and Adult Social Care Overview and Scrutiny Committee	
Tue 27 March	6.30pm Referrals Sub-Committee of Standards Committee	
Wed 28 March	7pm Planning Committee	
Thu 29 March	7pm Audit Committee	
Fri 30 March	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	
APRIL 2012		
Tue 3 April	6pm Licensing and Safety Committee	
Tue 3 April	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	
Tue 10 April	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Wed 11 April	7pm Employment Matters Committee	
Tue 17 April	3pm Cabinet	
Tue 17 April	6.30pm Referrals Sub-Committee of Standards Committee	
Wed 18 April	8.45am School Transport and Curriculum Appeals Committee	
Wed 18 April	7pm Planning Committee	
Fri 20 April	2pm Licensing Sub-Committee of Licensing and Safety Committee	
Thu 26 April	7pm Council	St George's Centre
Fri 27 April	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	
MAY 2012		
Wed 9 May	7pm Planning Committee	
Wed 16 May	7pm Annual Council	