



Report of:	Meeting	Date	Item No.
The Leader of the Council (Cllr Gibson) and the Corporate Director of Resources	Council	29 November 2012	14

CALENDAR OF MEETINGS 2013/14

1. Purpose of Report

- 1.1 To enable a proposed programme of meetings for 2013/14 to be confirmed.

2. Outcomes

- 2.1 Effective democratic decision making.

3. Recommendation

- 3.1 That the Calendar of Meetings for 2013/14, attached as Appendix 1, be approved.

4. Background

- 4.1 The proposed programme of meetings for 2013/14 follows a similar pattern to the programme for the current year.

5. Key Issues and Proposals

- 5.1 The suggested times, frequency and dates of each type of meeting are listed in Appendix 2.

IMPLICATIONS	
Finance	None arising directly from this report.
Legal	The proposed schedule of meetings meets with the requirements of the law and the Council's Constitution.
Community Safety	None arising directly from this report.
Equality and Diversity	None arising directly from this report.

Sustainability	There are sufficient staff resources to support the proposed meetings.
Health and Safety	None arising directly from this report.
Risk Management	The proposed calendar of meetings is designed to ensure that decisions are taken in timely and accountable way.
Asset Management	None arising directly from this report.
Climate Change	None arising directly from this report.

Report Author	Telephone No.	Email	Date
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List of Background Papers:		
Name of Document	Date	Where available for inspection
None	-	-

LIST OF APPENDICES

Appendix 1 Proposed Calendar of Meetings for 2013/14

Appendix 2 List of proposed dates of meetings

arm/ex/cou/cr/12/2911rs1

CALENDAR OF MEETINGS 2013/14

	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
MON			1 EMP APPS			1						1 YPQT	
TUE			2			2 (MT) PLAN						2 (MT)PLAN	
WED	1 PLAN(MT)		3 (MB) PLAN			3			1 BH			3	1
THU	2 LIC (LCC Elec)		4	1		4			2 LIC			4	2
FRI	3		5	2		5	1		3			5	3
SAT	4	1	6	3		6	2		4	1	1	6	4
SUN	5	2	7	4	1	7	3	1	5	2	2	8	5
MON	6 BH	3 LG	8	5	2 LG	7	4 EMP APPS	2	6	3	3 LG	7 LG	5 BH
TUE	7	4 CG	9 YPQT	6 Audit 6pm	3 CG	8	5	3	7	4	4 CG	8 CG	6
WED	8 (MB)	5 (MB) PLAN	10 (MT)	7 (MT) PLAN	4 (MT) PLAN	9 (MB)	6 (MB) PLAN	4 (MB) CAB PLAN	8 (MT) PLAN	5 (MT) PLAN	5 (MT) PLAN	9 (MB) CAB	7 (MB) PLAN
THU	9 ANN MTG	6 COU	11	8	5 COU	10	7 STA	5	9	6	6 COU ^{xx}	10 COU	8
FRI	10	7	12	9	6	11	8	6	10	7	7	11	9
SAT	11	8	13	10	7	12	9	7	11	8	8	12	10
SUN	12	9	14	11	8	13	10	8	12	9	9	13	11
MON	13	10 CDG	15 LG	12	9	14 LG	11	9 CDG	13	10	10 Emp Apps	14	12
TUE	14	11	16 CG	13	10	15 CG	12 AUDIT 6pm	10	14 YPQT	11	11 Audit 2pm	15	13
WED	15 (MT)	12 (MT)	17 (MB)	14 (MB)	11 (MB) CAB	16 (MT)	13 (MT)	11 (MT)	15 (MB) CAB	12 (MB)	12 (MB) CAB	16 (MT)	14 (MT)
THU	16	13	18 COU	15	12	17 COU	14	12	16	13	13	17	15 ANN MTG
FRI	17	14	19	16	13	18	15	13	17	14	14	18 BH	16
SAT	18	15	20	17	14	19	16	14	18	15	15	19	17
SUN	19	16	21	18	15	20	17	15	19	16	16	20	18
MON	20 O&S	17	22	19	16 CDG	21 O&S	18 O&S	16 O&S	20 LG	17	17 CDG	21 BH	19
TUE	21 AUDIT 6pm	18	23	20	17	22 YPQT	19	17	21 CG	18	18	22	20 Audit 6pm
WED	22 (MB)CAB	19 (MB) CAB	24 (MT)	21 (MT)	18 (MT)	23 (MB) CAB	20 (MB)	18 (MB)	22 (MT)	19 MT (CAB) ^{xx}	19 (MT)	23 (MB)	21 (MB) CAB
THU	23	20 STA	25 LIC	22	19	24	21 LIC	19	23 COU	20	20 STA	24 LIC	22
FRI	24	21	26	23	20	25	22	20	24	21	21	25	23
SAT	25	22	27	24	21	26	23	21	25	22	22	26	24
SUN	26	23	28	25	22	27	24	22	26	23	23	27	25
MON	27 BH	24 O&S	29 O&S	26 BH	23 O&S	28	25 LG	23	27 O&S	24 O&S	24 O&S	28 O&S	26 BH
TUE	28	25 Audit 2pm	30	27	24 Audit 2pm	29	26 CG	24	28	25	25	29	27
WED	29 (MT)	26 (MT)	31 (MB) CAB	28 (MB)	25 (MB)	30 (MT)	27 (MT)	25 BH	29 (MB)	26 (MB)	26 (MB)	30 (MT)	28(MT)
THU	30 LIC	27 LIC		29 LIC	26 LIC	31 LIC	28 COU	26 BH	30 LIC	27 LIC	27 LIC		29 LIC
FRI	31	28		30	27		29	27	31	28	28		30
SAT		29		31	28		30	28			29		31
SUN		30			29			29			30		
MON					30			30			31		
TUE								31					

Key ANN. MTG = Annual Council Meeting 7.00 pm

CG = Conservative Group
LG = Labour Group

CAB = Cabinet - 6.00 pm
COU = Council - 7.00 pm
STA = Standards Committee - 6.00 pm
Audit = Audit Committee - 2.00 pm or 6.00pm
EMP APPS = Employment & Appeals Committee - 6.00 pm
CDG - Councillor Development Group – 6.30pm

OS = Overview and Scrutiny Committee - 6.00 pm

PLAN = Planning Committee - 2.00 pm for the meeting
LIC = Licensing Committee - 6.00 pm

YPQT = Wyre Youth Council's Young Peoples Question Time – 5.30pm

MB = Management Board
MT = Management Team

DATES OF MEETINGS 2013/14

COUNCIL

8 meetings (excluding Annual Meetings)
Approximately 6 weekly frequency. Thursdays at 7.00 pm

9 May 2013 (Annual meeting 2013/14)

6 June 2013

18 July 2013

5 September 2013

17 October 2013

28 November 2013

23 January 2014

6 March 2014 – Budget meeting

10 April 2014

15 May 2014 (Annual Meeting 2014/15)

AUDIT COMMITTEE

6 meetings. Not evenly spaced. Scheduled to fit in with the requirements of the Audit Plan and various statutory deadlines. Tuesdays, alternately at 6 pm and 2 pm, as previously agreed by the Committee.

21 May 2013 6 pm

25 June 2013 2 pm

6 August 2013 6 pm

24 September 2013 2 pm

12 November 2013 6 pm

11 March 2014 2 pm

(First meeting in 2014/15 scheduled for 20 May 2014 at 6 pm)

EMPLOYMENT AND APPEALS COMMITTEE

3 meetings. Mondays at 6 pm

1 July 2013

4 November 2013

10 March 2014

OVERVIEW AND SCRUTINY COMMITTEE

11 meetings. Monthly frequency (except August). Generally 4th Monday at 6.00 pm but some meetings on 3rd Monday to avoid clashes with Full Council meetings or Bank Holidays.

20 May 2013

24 June 2013

29 July 2013

23 September 2013

21 October 2013

18 November 2013

16 December 2013

27 January 2014

24 February 2014

24 March 2014

28 April 2014

PLANNING COMMITTEE

12 meetings – First Wednesday of each month at 2 pm (except, second Wednesday in January 2014)

5 June 2013

3 July 2013

7 August 2013

4 September 2013

2 October 2013

6 November 2013

4 December 2013

8 January 2014 (changed from 1 January)

5 February 2014

5 March 2014

2 April 2014

7 May 2014

LICENSING COMMITTEE

12 meetings – Last Thursday of each month at 6 pm, unless changed to avoid a Council meeting or a Bank Holiday. (Monthly meetings scheduled to meet deadlines for dealing with applications. Easier to cancel meetings if not needed than to add extra meetings if fewer meetings programmed at the outset).

30 May 2013

27 June 2013

25 July 2013

29 August 2013

26 September 2013

31 October 2013

21 November 2013 (changed to avoid Council)

2 January 2014 (changed to avoid Bank Holiday)

30 January 2014

27 February 2014

27 March 2014

24 April 2014

STANDARDS COMMITTEE

3 meetings scheduled - Thursdays at 6 pm.

Evenly spaced throughout the year.

20 June 2013

7 November 2013

20 March 2014

CABINET

10 meetings – Approximately 6 weekly Wednesday at 6pm (on same day as Management Board meetings)

22 May 2013
19 June 2013
31 July 2013
11 September 2013
23 October 2013
4 December 2013
15 January 2014
19 February 2014 (Budget meeting)
12 March 2014
9 April 2014

(First meeting in 2013/14 scheduled for 21 May 2014)

COUNCILLOR DEVELOPMENT GROUP

4 Meetings – Mondays at 6.30pm.

10 June 2013
16 September 2013
9 December 2013
17 March 2014

Conservative Group Tuesday before each Council Meeting (apart from Annual Meeting)

Labour Group Monday before each Council Meeting (apart from Annual Meeting)

WYRE YOUTH COUNCIL'S YOUNG PEOPLES QUESTION TIME

4 meetings. Tuesday's at 5.30pm.

9 July 2013
22 October 2013
14 January 2014
1 April 2014