

Report of	Meeting	Date
Chief Executive (Introduced by the Executive Leader, Councillor J Wilson)	Informal Executive Cabinet	23 February 2006

## TIMETABLE OF MEETINGS 2006/07

### PURPOSE OF REPORT

1. This report sets out the proposed dates for meetings of the Council, Executive Cabinet, Overview and Scrutiny Committee / Panels, the various Committees, Area Forum Pilots and Liaison Groups for the Municipal Year 2006/07.

### CORPORATE PRIORITIES

2. The proposals if approved will be published on the Council's website, displayed in Council buildings and widely publicised to increase the opportunities for local people to participate in local government decision-making. This is consistent with the strategic objective in the Council's draft new Corporate Strategy to get people involved in their communities.

### RISK ISSUES

3. The proposals do not give rise to any significant risk issues for this Council.

### TIMETABLE OF MEETINGS

4. A copy of the proposed dates of meetings to be held during the 2006/07 Municipal Year is set out in the attached Schedule. The Council elections will be held on Thursday 4 May 2006 and the Annual Council meeting will be held two weeks later on Tuesday 16 May 2006.

5. With the exception of the summer holiday period, the average frequency of the meetings set out in the timetable schedule is as follows: -

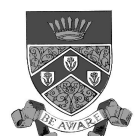
Council (Tuesday) - every six weeks

Executive Cabinet (Thursday) Overview and Scrutiny Committee (Tuesday) Community Overview and Scrutiny Panel (Tuesday) Customer Overview and Scrutiny Panel (Wednesday) Environment Overview and Scrutiny Panel (Thursday) Development Control Committee (Tuesday)	}	every four weeks
---	---	------------------

6. It is proposed that the Overview and Scrutiny Committee (Tuesday) should meet two days prior to the Executive Cabinet (Thursday) to enable the Committee to scrutinise the reports to be considered by the Executive Cabinet and to enable the comments of the Committee to be reported to and taken into account by the Executive Cabinet.
7. Meetings of the Conservative Group and Labour Group have been included in the schedule to avoid any conflict with other meetings.

### SCHOOL HOLIDAYS

8. Members have previously expressed a view that wherever possible meetings should not be held during the school holiday weeks.



9. Lancashire County Council has advised that the following school holidays will be held during the period of this report for community and voluntary controlled schools: -
- Monday 29 May to Friday 2 June 2006 (inclusive)
  - Wednesday 21 July to start of term on Thursday 4 September 2006
  - Monday 23 October to Wednesday 1 November 2006 (inclusive)
  - Tuesday 20 December 2006 to start of term on Wednesday 3 January 2007 (inclusive)
  - Monday 12 February 2007 to Friday 16 February 2007 (inclusive)
  - Monday 2 April 2007 to start of term on Friday 13 April 2007
10. The proposed schedule has avoided committee meetings being held during the school holidays with the exception of four Development Control Committee meetings, which need to be held every 4/5 weeks to ensure that Best Value Performance Targets for the determination of planning applications are met.

### **COUNCIL BUDGET 2007/08**

11. Following consultations with the Director of Finance, it is proposed that the Executive Cabinet consider the draft budget proposals for 2007/08 on 11 January 2007 for the purpose of public consultation. Following a budget scrutiny exercise by the Overview and Scrutiny Committee / Panels during January / February 2007, the Executive Cabinet at its meeting on 22 February 2007 will be requested to determine the final budget proposals for consideration by the Council on 6 March 2007.

### **AREA FORUM PILOT MEETINGS**

12. The Area Forum Pilot meetings in Clayton-le-Woods North Ward, Coppull Parish and Lostock Ward will be held during June/July and September/October 2006 as indicated in the schedule.

### **STANDARDS COMMITTEE**

13. Meetings of the Standards Committee will continue to be held on an ad-hoc basis.

### **LICENSING AND SAFETY COMMITTEE AND SUB-COMMITTEES**

14. The Licensing and Safety Committee will meet during every committee cycle and the two Statutory Licensing Sub-Committees will meet on an ad-hoc basis as and when required to deal with licensing issues.

### **LIAISON MEETINGS**

15. The Borough Council/Parish Council Liaison meetings have been scheduled to be held on 3 occasions during the 2006/07 Municipal Year during July and October 2006 and January 2007 and, meetings of the Disability Liaison Group, Ethnic Minorities Consultative Committee, Markets Liaison Group and the Town Centre Forum will be held on a quarterly basis.

## **MEMBER DEVELOPMENT**

16. Meetings of the Member Development Steering Group meeting have been scheduled for every month.
17. As requested by the Steering Group, a programme of Member Learning Hour sessions for Members of the Council has been scheduled to be held on a Monday evening every month, commencing at 6.00 pm, except for August 2006 during the summer holiday period, and April and May 2007 prior to and following the local elections.

## **COMMENTS OF THE HEAD OF HUMAN RESOURCES**

18. I support the proposals as described, and I am pleased that Member Development, both in terms of Steering Group meetings and regular learning sessions, is now a regular item in the municipal calendar.

## **COMMENTS OF THE DIRECTOR OF FINANCE**

19. There are no financial implications arising from the proposals set out in this report.

## **RECOMMENDATION(S)**

20. That the Council be recommended to approve the schedule of dates for meetings to be held in during the Municipal Year 2006/07.

## **REASONS FOR RECOMMENDATION(S) (If the recommendations are accepted)**

21. To determine the arrangements for the various meetings to be held during the forthcoming municipal year.

## **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

22. None

DONNA HALL  
CHIEF EXECUTIVE

There are no background papers to this report.

<b>Report Author</b>	<b>Ext</b>	<b>Date</b>	<b>Doc ID</b>
Steve Pearce	5196	7 February 2006	ADMINREP/TIMETABLE OF MEETINGS