

Report of	Meeting	Date
Director of Customer, Democratic & Legal Services (Introduced by the Executive Member for Customer, Democratic & Legal Services, Councillor J Walker)	Overview and Scrutiny Committee Executive Cabinet Council	20/02/07 22/02/07 27/02/07

## TIMETABLE OF MEETINGS 2007/08

### PURPOSE OF REPORT

- This report sets out the proposed dates for meetings of the Council, Executive Cabinet, Overview and Scrutiny Committee/Panels, the various Committees, Community Forums and Liaison Groups for the Municipal Year 2007/08.

### CORPORATE PRIORITIES

- 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 Corporate Strategy to involve people in their communities.

### RISK ISSUES

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

### TIMETABLE OF MEETINGS

- A copy of the proposed dates and times of meetings to be held during the 2007/08 Municipal Year is set out in the attached Schedule. The Council elections will be held on Thursday, 3 May 2007 and the Annual Council meeting will be held two weeks later on Tuesday, 15 May 2007.

- The average frequency of the meetings set out in the timetable schedule is as follows:

Council (Tuesday) – every eight weeks

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

- The Overview and Scrutiny Committee (Monday) will meet three days prior to the Executive Cabinet (Thursday) 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. The Overview and Scrutiny Committee is currently undertaking a review of the Council's Overview and Scrutiny structure and any changes made to the structure may result in the need to make minor amendments to the schedule.
8. The key changes to the timetable for 2007/08 are:
  - The timing of the meetings of the Overview & Scrutiny Committee and Executive Cabinet in August and November to facilitate the consideration of the quarterly Best Value performance reports at the earliest opportunity.
  - Meetings of the Standards Committee have been scheduled to be held every three months, commencing at 2.00pm.
  - Meetings of the General Purposes Committee will now be held on an ad-hoc basis.
  - Deletion of a Council meeting in January 2008.
9. A Special Council meeting will be held on Saturday, 9 June 2007 to confer the Freedom of the Borough on the 5 General Medical Support Regiment.
10. Meetings of the Conservative Group, Labour Group and the All Party Leaders have been included in the schedule to avoid any conflict with other meetings.

### **SCHOOL HOLIDAYS**

11. Members have previously expressed a view that wherever possible meetings should not be held during the school holiday weeks and this has been adhered to as far as possible.
12. 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 28 May to Friday 1 June 2007 (inclusive)
  - Friday 20 July to start of term on Monday 3 September 2007
  - Monday 22 October to Friday 26 October 2007 (inclusive)
  - Thursday 20 December 2007 to start of term on Thursday 3 January 2008 (inclusive)
  - Monday 18 February 2008 to Friday 22 February 2008 (inclusive)
  - Monday 7 April 2007 to Friday 18 April 2008 (inclusive)

### **COUNCIL BUDGET 2008/09**

13. Following consultations with the Director of Finance, it is proposed that the Executive Cabinet consider the draft budget proposals for 2007/08 on 10 January 2008 for the purpose of public consultation. Following a budget scrutiny exercise by the Overview and Scrutiny Committee/Panels during January/February 2008, the Executive Cabinet at its meeting on 14 February 2008 will be requested to determine the final budget proposals for consideration and approval by the Council on 26 February 2008.

### **COMMUNITY FORUM MEETINGS**

14. Meetings of the four Community Forums will be held during June/July, October/November 2007 and January/February 2008 (during the Budget consultation period) as indicated in the schedule. The meetings will be held in community venues and commence at 7.00pm.
15. The dates of the appropriate Community Forums have been selected to avoid any clashes with the monthly meetings of the Parish Councils within the geographical area of each Forum.

## **DEVELOPMENT CONTROL COMMITTEE**

16. Meetings of the Development Control Committee are scheduled to be held every four weeks to ensure that the Best Value Performance Targets for the determination of planning applications are met.
17. Meetings of the Local Development Framework and Community Strategy Working Group will meet during every Committee cycle.

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

18. 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.

## **AUDIT COMMITTEE**

19. The Audit Committee will hold meetings in June and September 2007 and January and March 2008 to consider issues in the Audit Committee Work Plan for 2007/08.

## **LIAISON MEETINGS**

20. The Borough Council/Parish Council Liaison meetings have been scheduled to be held on 3 occasions during the 2007/08 Municipal Year during July and October 2007 and January 2008. Meetings of the Disability Liaison Group and Ethnic Minorities Consultative Committee will be held on a quarterly basis.

## **MEMBER DEVELOPMENT**

21. Meetings of the Member Development Steering Group meeting have been scheduled to be held every month excluding May and August 2007, commencing at 2.00pm.
22. As requested by the Steering Group, a programme of eight Member Learning Hour sessions have been scheduled to be held every month, commencing at 6.00pm, except for the months of June, August and December 2007, and April 2008 prior to the local elections.
23. A new Member Induction Session will be held on Wednesday, 9 May 2007 commencing at 12.30pm.
24. A separate report relating to the provision of Overview and Scrutiny training sessions in June 2007 is included on the agenda for this meeting and the sessions are included in the schedule.

## **LANCASHIRE LOCAL MEETINGS**

25. Following consultations with Lancashire County Council, seven meetings of the Lancashire Local Chorley Committee have been included in the schedule.

## **COMMENTS OF THE DIRECTOR OF HUMAN RESOURCES**

26. 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**

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

## **RECOMMENDATION(S)**

28. That the Council be recommended to approve the schedule of dates for meetings to be held in during the Municipal Year 2007/08.

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

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

## **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

30. None.

ANDREW DOCHERTY  
DIRECTOR OF CUSTOMER, DEMOCRATIC AND LEGAL SERVICES

There are no background papers to this report.

<b>Report Author</b>	<b>Ext</b>	<b>Date</b>	<b>Doc ID</b>
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