

Report to: Cabinet

Date: 22 January 2009

Subject: Dates and times of meetings 2009/10

Report of: Service Director - Borough Solicitor Business Support Services

Contact officer: Christine Charnock-Jones 01942 827156

Purpose / summary: To consider a draft programme of dates and times of meetings of the Council, Committees and Scrutiny Committees for 2009/10

Alternative options considered and reason for selecting the one recommended: Not applicable

Recommendation / decision: To approve the draft programme and to invite comments from Committees and Panels.

Key Decision: This report does not involve a key decision.

Risks / Implications:

Financial:	None
Staffing:	None
Policy:	None
Equal Opportunities - Has a Diversity Impact Assessment been conducted?	Not applicable
Wards affected:	All

Property Implications – Does the proposal involve a reduction, addition or change to the Council’s asset base or its occupation?

No

Does this proposal have significant implications for the Council and the local population?

A diversity impact assessment is not necessary at this stage, however, equality and diversity implications have been considered when producing this report.

Does this proposal involve a new policy or procedure or significant changes to an existing policy or procedure?

A diversity impact assessment is not necessary at this stage, however, equality and diversity implications have been considered when producing this report.

Has the Service Director - Borough Solicitor confirmed that the recommendations within this report are lawful and comply with the Council's Constitution? **Yes**

Has the Service Director - Corporate Services confirmed that any expenditure referred to within this report is consistent with the Council's budget? **Yes**

Are any of the recommendations within this report contrary to the Policy Framework of the Council? **No**

* delete which applicable

For Cabinet reports only:

Categorisation of the report:	X		X
Discussion leading to a decision	X	Discussion	
Monitoring		Decision	
Sharing for corporate understanding		Information	

Tracking/Process:

	Consultation	Ward Members	Partners
Panel	Overview & Scrutiny	Cabinet	Council
		22 January 2009	

There are no Background Papers to this report within the meaning of Section 100D of the Local Government Act 1972:

Proper Officer J Redfearn

Date 2 December 2008

Background:

1. Cabinet is requested to consider a draft programme of dates and times of meetings for 2009/10 and refer it to all Committees for comment.
2. Members will recall that there are proposals to change the format of panels in the 2009-10 Municipal Year. The draft meetings dates therefore exclude reference to Panel meetings until Cabinet has considered the detailed proposals for Scrutiny Committees.

Proposals:

3. The enclosed draft programme of meetings of the Council, Committees and Scrutiny Committees has been prepared on the basis that the Council will continue with an eight week cycle during 2009/10.

Should Cabinet approve the programme, Members' attention is drawn to the following:-

- (a) Meetings of the Licensing Committee and Licensing Sub Committee are arranged on an ad hoc basis.
- (b) In accordance with the decision of Council on 3 September 2008 (minute 37 (b) refers), Regulation and Licensing Committees have been programmed to meet on Fridays.
- (c) Meetings of the Overview and Scrutiny Committee on 14 September 2009 and 11 January 2010 will consider the Forward Plan for the periods commencing 1 October 2009 and 1 February 2010 respectively. In both cases, the Council will be able to comply with publication of the Forward Plan at least 14 days before the start of the periods as required by the Council's Constitution. With regard to the Period commencing 1 June 2009, the Overview and Scrutiny Committee will need to arrange a Special Meeting during the early part of May 2009 to comply with the Constitution. Alternatively, the Committee can approve the Forward Plan at its meeting on Tuesday, 26 May 2009, which has been rearranged from Monday, 25 May 2009 because of Spring Bank Holiday. The 14 day requirement would need to be waived on this occasion.

The meeting of Overview and Scrutiny Committee on Monday, 5 April 2010 has been rescheduled to Tuesday, 6 April 2010 because of Easter Monday.

- (d) There will be no local elections in 2009; however the European election will take place on Thursday, 4 June 2009.
- (e) Local elections will take place on Thursday, 6 May 2010.
- (f) Annual Meetings of the Council on 20 May 2009 and 19 May 2010 will commence at 2:30 pm
- (g) An additional meeting of the Council will be held on Wednesday, 10 March 2010 to fix the Council Tax.

- (h) It is proposed that the frequency of formal Cabinet meetings be reduced from fortnightly to four weekly with the option of Cabinet or informal Leadership meeting to take place as business dictates. In this way, Cabinet meetings will still be scheduled on a fortnightly basis, but the format and nature may vary.
- (h) Additional meetings of the Cabinet are fixed for 29 April and 13 May 2010.
- (i) An additional meeting of the Planning Committee is fixed for 4 May 2010.
- (j) Joint meetings of Cabinet and Overview and Scrutiny Committee will be held on 17 December 2009 (Council house rents) and 18 February 2010 (Council tax/revenue budget) at 6.00 p.m.

Conclusions:

- 4. The draft programme of dates and times of committees is attached for consideration by Cabinet. Once Cabinet has considered the proposals for changes to Panels and the Scrutiny functions in a future report, further dates will be brought for consideration

Recommendation:

The Cabinet is requested to approve the draft programme and to invite comments from Committees

- 4 The Cabinet is requested to:
 - a. approve the draft programme of dates and times of meetings for 2009/10 now submitted and refer it to for comments in the next cycle of meetings;
 - b. Await the detailed proposals in respect of changes to Panels and Scrutiny functions before considering dates and times of those meetings.

WIGAN COUNCIL – DRAFT PROGRAMME OF DATES AND TIMES OF MEETINGS 2009/10

COMMITTEE / SUB-COMMITTEE / PANEL	DAY	TIME	2009								2010				
			MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
COUNCIL	WED	7.00 pm	20+	-	15	-	9	-	4	-	6	-	3&10**	28	19+
EXECUTIVE BRIEFING	THUR	3.00 pm	21		16	-	10	-	5	-	7	-	4	-	
OVERVIEW & SCRUTINY COMMITTEE (1)	MON	6.00 pm	26x#		20	-	14#	-	9	-	11#	-	8	-	3
PLANNING COMMITTEE (1)	TUE	2.00 pm	26	-	21	-	15	-	10	-	12	-	9	-	4
MEMBER TRAINING	WED	6.00 pm	27	-	22	-	16	-	11	-	13	-	10	-	-
REGULATION COMMITTEE (1)	FRI	9.45 am	29	-	24	-	18	-	13	-	15	-	12	-	7
OPPOSITION LEADERS' BRIEFING	WED	4.00 pm	-	3	29	-	23	-	18	-	20	-	17	-	-
CABINET (1)	THUR	3.00 pm	-	4	30	-	24	-	19	-	21	-	18	29	-
STANDARDS COMMITTEE	TUE	6.00 pm	-	9	-	4	29	-	24	-	26	-	23	-	-
AUDIT GOV. & IMP. REVIEW COMMITTEE	THUR	6.00 pm	-	11	-	6	-	1	26	-	28	-	25	-	-
COUNCILLOR SERVICES GROUP	WED	6.00 pm	-	17	-	12	-	7	-	2	-	3	31	-	-
CABINET (or informal Leadership meeting)	THUR	3.00 pm	-	18	-	13	-	8	-	3	-	4	-	1	13
OVERVIEW & SCRUTINY COMMITTEE (2)	MON	6.00 pm	-	22	-	17	-	12	-	7	-	8	-	6x	-
PLANNING COMMITTEE (2)	TUE	2.00 pm	-	23	-	18	-	13	-	8	-	9	-	6	-
REGULATION COMMITTEE (2)	FRI	9.45 am	-	26	-	21	-	16	-	11	-	11	-	9	-
CABINET (2)	THUR	3.00 pm	-		2	27	-	22	-	17*	-	18	-	15	-
JT. MTG. CABINET & OV. & SC.	MON	6.00 pm								17**		18**			

Meetings of the Licensing Committee and the Licensing Sub-Committee are arranged on an ad hoc basis.

X Meetings of the Overview and Scrutiny Committee have been re-arranged to Tuesday, 26 May 2009 because the normal date of Monday 25 May 2009 is Spring Bank Holiday and Tuesday 6 April 2010 because the normal date of Monday 5 April 2010 is Easter Monday.

Meetings of the Overview and Scrutiny Committee on 26 May, 14 September 2009 and 11 January 2010 will consider the Forward Plan.

There will be no local elections in 2009, however, the European elections in 2009 will take place on Thursday 4 June. (The meeting of Cabinet falls on this date)

Local elections in 2010 will take place on Thursday 6 May.

+ Annual Meetings of the Council on 20 May 2009 and 19 May 2010 will commence at 2.30 p.m.

** An additional meeting of the Council will be held on Wednesday 10 March 2010 to fix the Council Tax.

Additional meetings of the Cabinet are fixed for 29 April and 13 May 2010.

An additional meeting of the Planning Committee is fixed for 4 May 2010.

Joint meetings of Cabinet and Overview and Scrutiny Committee will be held on 17 December 2009 (Council house rents) and 18 February 2010 (Council tax/revenue budget) at 6.00 p.m.