



Report to: Council

Date: 4 March 2009

Subject: Revised 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 revised draft programme of dates and times of meetings of the Council, Committees and Panels (or Scrutiny Committees) for 2009/10

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

Recommendation / decision: The Council is requested to either approve the revised draft programme using:-

Option 1 – To approve the dates and times as per appendix one to include the dates and times for the new Scrutiny Committees.

or

Option 2 – To approve the dates and times as per appendix two to keep to the Committee and Panel system as used in previous years.

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

Tracking/Process:

| | Consultation | Ward Members | Partners |
|-------|---------------------|-----------------|--------------|
| Panel | Overview & Scrutiny | Cabinet | Council |
| | 9 February 2009 | 22 January 2009 | 4 March 2009 |

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

Proper Officer K P Lawson

Date 20 February 2009

Background:

1. Cabinet was 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 for the 2009/10 Municipal Year.

This report sets out the position should the new Scrutiny Committees be included (appendix 1) and also the position should the programme of meetings stay the same as in 2008/09 (appendix 2).

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 Council 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. The meeting of Cabinet scheduled for this date has been cancelled.
- (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 1.00 p.m. (Ceremonial business) and 3:30 pm (Annual General meeting)(see also separate report on the Council Summons).
- (g) An additional meeting of the Council will be held on Wednesday, 3 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. The meeting on the 18 June 2009 may need to become formal because of the cancellation of the 4 June meeting.
- (i) Additional meetings of the Cabinet are fixed for 29 April and 13 May 2010.
- (j) An additional meeting of the Planning Committee is fixed for 4 May 2010.
- (k) 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.
- (l) An extra meeting of the Audit Governance and Improvement Review Committee has been arranged for 25 June 2009 to consider the statement of accounts.
- (m) Opposition Briefings will commence at 6.00 p.m. on the 10 June, 5 August and 3 September 2009 and at 5.00 p.m. on 18 November 2009, 20 January 2010 and 17 March 2010.
- (n) The Single Commissioning Agency dates have been added to the schedule.

Conclusions:

- 4 The draft programme of dates and times of Council and Committees is attached for consideration by Council.

Recommendation:

- 5 The Council is requested to either approve the revised draft programme using:-

Option 1 – To approve the dates and times as per appendix one to include the dates and times for the new Scrutiny Committees.

or

Option 2 – To approve the dates and times as per appendix two to keep to the Committee and Panel system as used in previous years.

WIGAN COUNCIL – DRAFT PROGRAMME OF DATES AND TIMES OF MEETINGS 2009/10 appendix 1

| 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 | - | - |
| CHILDREN, YOUNG PEOPLE & FAMILIES SCRUTINY COMMITTEE | THUR | 6.00 pm | 28 | - | 23 | - | 17 | - | 12 | - | 14 | - | 11 | - | - |
| REGULATION COMMITTEE (1) | FRI | 9.45 am | 29 | - | 24 | - | 18 | - | 13 | - | 15 | - | 12 | - | 7 |
| BUILDING STRONGER COMMUNITIES SCRUTINY COMMITTEE | MON | 2.00 pm | - | 1 | 27 | - | 21 | - | 16 | - | 18 | - | 15 | - | - |
| ADULT HEATH & WELLBEING SCRUTINY COMMITTEE | TUE | 6.00 pm | - | 2 | 28 | - | 22 | - | 17 | - | 19 | - | 16 | - | - |
| OPPOSITION LEADERS' BRIEFING | WED | 5.00 pm | - | - | - | - | - | - | 18 | - | 20 | - | 17 | - | - |
| ECONOMY, ENVIRONMENT, CULTURE & HOUSING SCRUTINY COMMITTEE | WED | 6.00 pm | - | 3 | 29 | - | 23 | - | 18 | - | 20 | - | 17 | - | - |
| CABINET (1) | THUR | 3.00 pm | - | cancel | 30 | - | 24 | - | 19 | - | 21 | - | 18 | 29# | - |
| STANDARDS COMMITTEE | TUE | 6.00 pm | - | 9 | - | 4 | 29 | - | 24 | - | 26 | - | 23 | - | - |
| OPPOSITION LEADERS' BRIEFING | WED | 6.00 pm | - | 10 | - | 5 | 3 | - | - | - | - | - | - | - | - |
| AUDIT GOV. & IMP. REVIEW COMMITTEE | THUR | 6.00 pm | - | 11&25∞ | - | 6 | - | 1 | 26 | - | 28 | - | 25 | - | - |
| COUNCILLOR SERVICES GROUP | WED | 6.00 pm | - | 17 | - | 19 | - | 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© | | | |

§ The Single Commissioning Agency will meet on the following dates at 12.30 p.m. at the venues referred to:-

Friday, 5 June 2009 at Bryan House;

Wednesday, 29 July 2009 at the Town Hall;

Thursday, 1 October 2009 at Bryan House;

Thursday, 19 November 2009 at Town Hall;

Thursday, 21 January 2010 at Bryan House; and

Thursday, 18 March 2010 at Town Hall.

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 and 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 scheduled for this date has been cancelled).

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

+ Annual Meetings of the Council on 20 May 2009 and 19 May 2010 will commence at 1.00 p.m. (Ceremonial business) and 3:30 pm (Annual General meeting).

** An additional meeting of the Council will be held on Wednesday 3 March 2010 to fix the Council Tax.

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. The meeting on the 18 June 2009 may need to become formal because of the cancellation of the 4 June meeting.

≠ 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.

∞ An extra meeting of the Audit Governance and Improvement Review Committee has been arranged for 25 June 2009 to consider the statement of accounts.

Opposition Briefings will commence at 6.00 p.m. on the 10 June, 5 August and 3 September 2009 and at 5.00 p.m. on 18 November 2009, 20 January 2010 and 17 March 2010.

§ The Single Commissioning Agency dates have been added to the schedule.

WIGAN COUNCIL – DRAFT PROGRAMME OF DATES AND TIMES OF MEETINGS 2009/10 appendix 2

| Committee / Sub-Committee / Panel | Day | Time | 2009 | | | | | | | | 2010 | | | | |
|--|------|---------|------|------------|------|-----|------|-----|-----|-----|------|-----|--------|-----|-----|
| | | | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May |
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| MEMBER TRAINING | WED | 6.00 pm | 27 | - | 22 | - | 16 | - | 11 | - | 13 | - | 10 | - | - |
| CHILDREN AND YOUNG PEOPLE'S PANEL | THUR | 6.00 pm | 28 | - | 23 | - | 17 | - | 12 | - | 14 | - | 11 | - | - |
| REGULATION COMMITTEE (1) | FRI | 9.45 am | 29 | - | 24 | - | 18 | - | 13 | - | 15 | - | 12 | - | 7 |
| COMMUNITY PROTECTION PANEL | MON | 2.00 pm | - | 1 | 27 | - | 21 | - | 16 | - | 18 | - | 15 | - | - |
| ADULT SERVICES PANEL | TUE | 6.00 pm | - | 2 | 28 | - | 22 | - | 17 | - | 19 | - | 16 | - | - |
| OPPOSITION LEADERS' BRIEFING | WED | 5.00 pm | - | - | - | - | - | - | 18 | - | 20 | - | 17 | - | - |
| REGENERATION PANEL | WED | 6.00 pm | - | 3 | 29 | - | 23 | - | 18 | - | 20 | - | 17 | - | - |
| CABINET (1) | THUR | 3.00 pm | - | cancel | 30 | - | 24 | - | 19 | - | 21 | - | 18 | 29# | - |
| STANDARDS COMMITTEE | TUE | 6.00 pm | - | 9 | - | 4 | 29 | - | 24 | - | 26 | - | 23 | - | - |
| ENVIRONMENT PANEL | WED | 3:00 pm | - | 10 | - | 5 | 30 | - | 25 | - | 27 | - | 24 | - | - |
| OPPOSITION LEADERS' BRIEFING | WED | 6.00 pm | - | 10 | - | 5 | - | 3 | - | - | - | - | - | - | - |
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