

# ***Report to the Council***

**Committee:** Cabinet

**Date:** 19 February 2008

**Portfolio Holder:** Councillor Mrs D Collins

**Item:** 10(c)

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## **1. CALENDAR OF MEETINGS – 2009/10**

### **Recommending:**

... **That the calendar of meetings for the period May 2009 - May 2010 attached as Appendix 1 be adopted.**

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## **Background**

1. The programme of meetings of the Council is considered by the Cabinet each year for onward approval by the Council. The calendar has developed over time to meet the changing needs of the Authority.

## **Council**

2. As in previous years, Council meetings have been programmed for Tuesdays except for the Annual meeting in May 2009 which is scheduled for Thursday 21 May 2009. Two Council budget-setting meetings are provisionally set for February 2010. The meeting will take place on the first date unless the required information from the County Council to set precepts is not received in time.

## **Cabinet**

3. Nine meetings of the Cabinet are programmed throughout the year.

## **Overview and Scrutiny Committee**

4. As last year, the Overview and Scrutiny Committee will meet at the start of the municipal year to plan their programme in conjunction with the Cabinet. Meetings will then be held each cycle on the Thursday before Cabinet, ie after the Cabinet agenda is published. This is to allow both normal scrutiny business and “oversight” of the Cabinet agenda to improve pre-decision scrutiny. The European Parliamentary and County Council elections will be held on 4 June 2009 and the meeting of the Committee in that week will be held on Tuesday 2 June 2009.

## **Overview and Scrutiny Standing Panels**

5. The Constitution provides for the Overview and Scrutiny Committee to determine the number and terms of reference of Standing Scrutiny Panels each year. Meetings of the current five Standing Panels have been scheduled throughout the year.

## **Overview and Scrutiny Task and Finish Panels**

6. No scheduled meetings have been programmed for the Task and Finish Panels. These panels are established by the Overview and Scrutiny Committee and tend to meet as and when they are needed to complete their own self-set timetabled reviews.

## **Licensing Committee and Sub-Committees**

7. Regular monthly meetings of Sub-Committees are planned in order to meet the on-going requirements under the Licensing and Gambling Acts. The Sub-Committee meetings are scheduled to commence at 10.00 am whilst the bi-annual meetings of the full Licensing Committee will commence at 2.00 pm.

## **Area Plans Sub-Committees**

8. Following a review last year, the Area Plans Sub-Committees have been scheduled to continue to meet on a three-weekly cycle. Originally no meeting had been scheduled for the first week in May 2009 in recognition that the County Council elections would be held during that week. However, following the decision to combine the County Council elections with the European Parliamentary election on 4 June 2009 a meeting of Area Plans Sub-Committee South is now scheduled for the first week in May and this results in changes to the dates previously agreed for the other Sub-Committees during that month. No meeting is scheduled for the first week in June in recognition of the elections being held that week. Meetings of Area Plans Sub-Committee South will continue to be held at the Roding Valley High School, Loughton.

## **North Weald Airfield Strategy Cabinet Committee**

9. In both 2007 and 2008, a meeting of this Cabinet Committee was held on the last Monday in July. A meeting of the Committee on 27 July 2009 has therefore been added to the calendar to be held if required.

## **Finance and Performance Management Cabinet Committee**

10. At our meeting we agreed to change the date of the meeting of this Committee scheduled for 28 September 2009. This meeting will now be held on 5 October 2009 and this is reflected in the attached Appendix.

## **Variations to the Programme**

11. Individual frequencies of meetings can be varied. In practice additional meetings are called as and when issues dictate, including call-ins.

## **Recommendation**

12. We recommend as set out at the commencement of this report.