

# ***Report to the Council***

**Committee:** Cabinet

**Date:** 22 February 2011

**Portfolio Holder:** Councillor Mrs D Collins (Leader's Portfolio)

**Item:** 12

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## **1. CALENDAR OF MEETINGS 2011/12**

### **Recommending:**

... **That the calendar of meetings for the period May 2011 to May 2012 attached at Appendix 1 be adopted.**

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### **Background**

1. The Cabinet considers the calendar of meetings each year prior to final approval by the Council. The calendar has developed over time to meet the changing needs of the authority and, where possible, meetings of a committee have been standardised on a particular night of the week.
2. The draft calendar attached at Appendix 1 is based upon the current year's calendar, with approximately the same number of meetings. It has been slightly amended in some places in an attempt to standardise the nights that certain meetings take place and to alter the schedule for Area Plans Sub-Committees.
3. Wherever possible:
  - (a) Cabinet and Cabinet Committees have been scheduled for a Monday;
  - (b) Overview and Scrutiny Committee and Panels have been scheduled for a Tuesday;
  - (c) Area Plans Sub-Committee meetings and the District Development Control Committee have been scheduled for a Wednesday; and
  - (d) miscellaneous Committee meetings have been scheduled for a Thursday.
4. Council meetings remain on a Tuesday evening, whilst Licensing Sub-Committees remain on a Tuesday morning with the two full meetings of the Licensing Committee on a Wednesday afternoon.
5. Both the Finance and Performance Management Cabinet Committee and the Finance and Performance Management Scrutiny Panel have an additional meeting in order to allow for their participation in the budget preparation process.

## **Area Plans Sub-Committees**

6. We are proposing a reduction in the number of meetings of Area Plans Sub-Committees. We are suggesting that the three Sub-Committees be retained but meet every four weeks rather than on the current three week schedule. This arrangement will have the advantage of keeping one Wednesday free in every four weeks, which can be used for meetings of the District Development Control Committee, and keep five evenings free for the occasional extraordinary meeting required for any Committee.
7. The reduction in the number of Area Plans Sub-Committees will generate approximately £3,400 of identifiable savings. The savings arise from fewer meetings being held at the Roding Valley High School where the hire cost is currently £104 per meeting, Officers' Committee Allowance and Subsistence claims, energy and refreshment costs for Area Plans Sub-Committee meetings at the Civic Offices and claims from members for travelling expenses. There will be no real savings in print and distribution costs as this budget has already been reduced by £2,850 (5.4%) for 2011/12.
8. We recommend as set out at the commencement of this report.