

CABINET

20 MARCH 2012

Title: Programme of Meetings 2012/13	
Report of the Leader of the Council	
Open Report	For Decision
Wards Affected: None	Key Decision: No
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Accountable Divisional Director: Tasnim Shawkat, Divisional Director of Legal and Democratic Services	
Accountable Director: Stella Manzie, Chief Executive	
Summary: This report sets out the proposed principles for the Programme of Meetings for the forthcoming municipal year 2012/13 and seeks the Cabinet's confirmation to the principles in order that the full Programme can be finalised.	
Recommendation(s) The Cabinet is recommended to agree the basis of the draft Programme of Meetings for 2012/13 as detailed in the report.	
Reason(s) To accord with the requirements of the Council Constitution.	

1. Introduction and Background

- 1.1 The annual programme of meetings covers each municipal year and typically relates to the 12 month period from mid May each year. The annual programme includes details of all scheduled Council meetings and is available on the Council's website.

2. Proposal and Issues

- 2.1 The general principles underpinning the annual programme of meetings are well established and the proposals for the 2012/13 municipal year largely follow those principles, and where exceptions are proposed these are explained.

- 2.2 Wherever possible clashes between meetings are avoided and meetings scheduled outside of school holiday periods, although certain statutory deadlines and/or other legitimate reasons mean that this is not always possible.
- 2.3 In addition, the summer of 2012 will see the Olympics and Paralympics coming to London. Barking and Dagenham is one of the six Host Boroughs and will be a key gateway for those participating and visiting the Games, which commence with the Olympic Games opening ceremony on 27 July and culminate with the closing ceremony for the Paralympics on 9 September. With this in mind, the Council is committed to minimising the amount of travel that Councillors, officers and the local community have to undertake on Council-related business during this time. Therefore, it is proposed that only the Development Control Board and the Licensing and Regulatory Board would be included in the programme during this period, in view of the need for applications to be determined within prescribed timescales.
- 2.4 Set out below are the proposals in respect of the Council's main meetings:

Assembly

The Assembly typically meets six times a year at 7.00pm at the Town Hall, Barking (preceded by All Member Briefings at 6.00pm). There are two key dates during the year, namely the end of February for the budget / Council Tax setting and mid May for the Annual Meeting. There would normally be a meeting held between these two dates but as the Easter holidays fall in the middle it is proposed that for the 2012/13 municipal year only five meetings of the Assembly are scheduled. A six meeting schedule would return for the 2013/14 municipal year.

Cabinet

There are 11 meetings of the Cabinet proposed for the 2012/13 municipal year, typically on a four-weekly schedule commencing at 5.00pm at the Civic Centre, Dagenham.

Licensing and Regulatory Board

These would be scheduled fortnightly, typically at 6.00pm at the Civic Centre, in order to ensure that applications were considered within statutory timescales.

Development Control Board

These would be scheduled four-weekly, typically at 6.00pm at the Town Hall, in order to ensure that applications were considered within statutory timescales.

Standards Committee

It is proposed that meetings of the committee continue to be scheduled every two months at 3.00pm at the Civic Centre. However, it may be necessary to review matters at a later date in the light of anticipated changes to Standards Committee arrangements proposed under the Localism Act.

Select Committees

The five Select Committees would each meet eight times a year (typically every 6/7 weeks) at 6.00pm at the Civic Centre or Town Hall.

- 2.5 There are a number of other meetings that are included in the full Council programme, such as those relating to the Local Strategic Partnership, the new

Housing Forums and school governing bodies, but the dates of these meetings are set separately by the respective bodies. That said, the administrators of these meetings are asked to have regard to the Council's programme when setting their respective schedules.

3. Options Appraisal

- 3.1 The proposals within this report generally reflect the standard approach to the annual programme. There is always some flexibility within the programme to allow for in-year changes.

4. Consultation

- 4.1 The key principles which underpin this report have been agreed by the Chief Executive and Leader. Once the Cabinet has approved them, the detailed programme of meetings will be made generally available.

5. Financial Implications

- 5.1 There are no financial implications associated with the recommendations in this report.

6. Legal Implications

- 6.1 There are no legal implications associated with the recommendations in this report.

7. Other Implications

- 7.1 **Customer Impact** - The arrangements for the 2012/13 municipal year follow the same general pattern as previous years and are therefore not considered to have any material impact on customers.

- 7.2 **Property / Asset Issues** - The Council's meetings are typically held in the Civic Centre or Town Hall due to their accessibility and to minimise costs.

Background Papers Used in the Preparation of the Report:

Council Constitution

List of appendices: None