
Subject: **PROGRAMME OF ORDINARY MEETINGS 2013/14**

Meeting and Date: **Annual Council – 22 May 2013**

Report of: **David Randall, Director of Governance**

Classification: **Unrestricted**

Purpose of the report: The Constitution requires that the Programme of Ordinary Meetings be set at the Annual Meeting of the Council.

Recommendation: Council is requested to ratify the Programme of Ordinary Meetings for 2013/14.

1. **Summary**

In order to provide Members, Officers, other partner local authorities and the general public with as much notice as possible, a provisional Programme of Ordinary Meetings is presented to the Council in January each year prior to its final ratification at the Annual Meeting of the Council.

2. **Introduction and Background**

- 2.1 The Programme of Ordinary Meetings for 2013/14 is based on a 6-8 week cycle that commences with a meeting of the Cabinet and ends with a meeting of the Council. In between those two points all other committee business takes place.
- 2.2 Wherever possible efforts have been made to avoid school holiday dates although this has not always been achievable.
- 2.3 It should be emphasised that the programme set out in Appendix 1 only applies to Committees with scheduled meetings. It does not apply to any Committees that are called on an ad-hoc basis as business warrants, such as the General Purposes Committee.

3. **Identification of Options**

- 3.1 There are three options available to the Council:
- 3.2 Option A – To approve the Programme of Ordinary Meetings for 2013/14 as set out in Appendix 1.
- 3.3 Option B – To approve the Programme of Ordinary Meetings for 2013/14 with amendments.
- 3.4 Option C – To not approve the Programme of Ordinary Meetings for 2013/14.

4. **Evaluation of Options**

- 4.1 The recommended option is Option A as this supports the existing decision route cycle and avoids wherever possible school holidays and significant local Elections and Party Conferences.

4.2 Options B and C are not recommended as it may require adjustments to the existing decision route cycle.

4.3 In the event that any Member wishes to propose Option B, thereby changing the provisional Programme of Ordinary Meetings, they are asked to contact the Democratic Services Manager prior to the date of the meeting at which this report is considered in order that the feasibility of rearranging the meeting can be established.

5. **Resource Implications**

There are no resource implications arising from this report as set out. However, if significant changes were to be made to the Programme of Ordinary Meetings then this may need to be re-evaluated.

6. **Appendices**

Appendix 1 – Programme of Ordinary Meetings 2013/14

7. **Background Papers**

None.

Contact Officer: Louise Cooke, Democratic Services Manager