



NORTHAMPTON
BOROUGH COUNCIL

COUNCIL

12 May 2008

Agenda Status: Public

Directorate: Chief Executive's

Report Title	MEETINGS CYCLE 2008/09
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1. Summary

To seek Council's approval to the Meetings Cycle for 2008/09.

2. Recommendations

That the Meetings Cycle for 2008/09 be approved as amended by Cabinet on 6 May 2008.

3. Report Background

Following a wide ranging consultation process Cabinet considered the report which is appended on 6 May 2008.

4. Implications (including financial implications)

4.1 Resources and Risk

None.

4.2 Legal

None.

4.3 Other Implications

Agreeing the Meetings Cycle allows members and officers to plan for the year ahead. It also allows meetings to be advertised to the general public well in advance.

5. Background Papers

N/A

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NORTHAMPTON
BOROUGH COUNCIL

CABINET REPORT

Report Title	MEETINGS CYCLE 2008/09
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AGENDA STATUS: PUBLIC

Cabinet Meeting Date:	6 May 2008
Key Decision:	NO
Listed on Forward Plan:	NO
Within Policy:	NO
Policy Document:	NO
Directorate:	Chief Executive
Accountable Cabinet Member:	Councillor Woods
Ward(s)	N/A

1. Purpose

- 1.1 To recommend to Council the adoption of Meetings Cycle for 2008/09.

2. Recommendations

- 2.1 That Council approve the Meetings Cycle for 2008/09.

3. Issues and Choices

3.1 Report Background

The attached Meetings Cycle (Appendix A) has been drawn up following extensive consultation and follows the usual conventions previously accepted by the Council. The main points are:-

- 3.1.1 Cabinet is moved to a three weekly cycle. This is in recognition of the amount of business coming forward and the need over recent months to arrange a number of extra meetings.

- 3.1.2 The proposed budget cycle of meetings during December, January and February follows the same pattern established during this municipal year.
- 3.1.3 Mini cycles of Audit, Cabinet and Council have been programmed for June of both years and September for agreeing the Statement of Accounts as done in previous years.

3.2 Issues

On 29 September 2008 Cabinet and Council both meet on the same evening. Whilst the Cabinet is an ordinary meeting it will consider the Final Statement of Accounts and will make a recommendation to Council. The Council has been called to confirm acceptance of the Final Statement of Accounts. It is suggested that Cabinet commence at 5.00pm on this occasion and Council at 7.00pm. (There is a statutory deadline of 30 September for this).

3.3 Choices (Options)

None.

4. Implications (including financial implications)

4.1 Policy

This report follows existing precedent.

4.2 Resources and Risk

There will be an increase in costs of printing and distributing Cabinet agendas by virtue of the increased frequency of meetings although it is anticipated that these costs can be contained within the existing budgets.

4.3 Legal

None.

4.4 Equality

None.

4.5 Consultees (Internal and External)

Mayor – no comment.

Group Leaders – no comment.

All Councillors – 2 comments re alterations, which have been accommodated.

Group Whips – none.

Chief Executive & Directors – 2 comments re public holiday weeks and the need for meetings by particular deadlines, which have been accommodated.

Corporate Managers – none.

Head of Finance – Included in Director's comments.

Revenues, Benefits Partnership Co-ordinator – no comment.

Neighbourhood Partnership & Forums Co-ordinator – request not to include Women's or Youth Forum pending discussions about the future of these meetings – accommodated.

Overview & Scrutiny Officer – no comment.

Development Control Assistant Manager – to maintain four-weekly cycle – accommodated.

People Development Manager – to include Member Development Dates – accommodated.

NCC – none.

4.6 How the Proposals deliver Priority Outcomes

Not directly, although the business of individual meetings themselves will give effect to or report on the Improvement Plan, Corporate Strategy, Corporate Plan etc themselves.

4.7 Other Implications

None.

5. Background Papers

5.1 None.

F McGown
Meetings Services Team Leader

**MASTER
DRAFT MEETING CYCLE 2008/09**

	June	July	August	September	October	November	December	January
Monday								
Tuesday	26			1 CAB Pre Cab 16.30			1 CAB Pre CAB 16.30	
Wednesday	27 A	1		2 OSM			2 A	
Thursday	28	2 PL		3 NP7	1 OS3		3 RAC GP	
Friday	29 RAC	3 OS3		4	2 NP10		4 OS2	1 New Year's Day
Saturday	30	4	1	5	3		5	2
Sunday	31	5	2	6	4	1	6	3
	1	6	3	7	5	2	7	4
Monday	2 CAB Pre CAB 16.30 LSP 11.30	7 LSP 11.30	4 CAB Pre CAB 16.30	8 Council Pre CL 14.00	6	3	8 COUNCIL Pre CL 14.00	5
Tuesday	3 OSM	8	5	9 GP	7 NP11	4 LC	9 LC	6
Wednesday	4 PL	9 NP11	6	10 LGB	8 DIS	5	10 OS3	7
Thursday	5	10	7	11 NP8	9 OS2	6 LGB	11 NP10	8 LGB
Friday	6	11	8	12	10	7	12	9
Saturday	7	12	9	13	11	8	13	10
Sunday	8	13	10	14	12	9	14	11
Monday	9 DIS	14 CAB Pre CAB 16.30	11	15	13 NP13	10 CAB Pre CAB 16.30	15 NP13	12 CAB Pre CAB 16.30
Tuesday	10 LC	15	12	16 NP9	14 NP12	11 OSM	16 NP11 SSNB 10.00	13 NP7
Wednesday	11 NP8	16	13	17 OS1	15	12 NP8	17 PL	14 PL
Thursday	12	17	14	18 PEN MD	16 MD	13	18 STD	15 NP8
Friday	13	18	15	19	17	14	19	16
Saturday	14	19	16	20	18	15	20	17
Sunday	15	20	17	21	19	16	21	18
Monday	16 STD	21 COUNCIL Pre CL	18	22 STD	20 CAB Pre CAB 16.30	17 NP7	22 CAB Pre CAB 16.30	19 COUNCIL Pre CL 14.00
Tuesday	17 LGB SSNB 14.00 GP	22 LC	19	23 LC	21 SSNB 14.00	18 NP9	23	20 NP9
Wednesday	18 NP9	23 NP12	20	24 PL	22 PL	19 PL	24	21 OS1
Thursday	19 OS2	24	21 MD	25 A	23	20 MD	25 Christmas Day	22 NP10 PEN
Friday	20	25	22	26	24	21	26 Boxing Day	23
Saturday	21	26	23	27	25	22	27	24
Sunday	22	27	24	28	26	23	28	25
Monday	23	28 NP13	25	29 CAB (17.00) Pre CAB 16.00 COUNCIL ø (19.00)	27 COUNCIL Pre CL 14.00	24 NP12	29	26 OS3
Tuesday	24 NP10 A	29 GP	26 SSNB 14.00	30 RAC	28 GP	25 DIS	30	27 LC
Wednesday	25 OS1	30 PL	27 PL	31	29	26	31	28 DIS
Thursday	26 PEN ø CAB/COUNCIL Pre Cl 14.00	31	28		30 PEN	27 OS1	29 OS2	
Friday	27	28	29	31	31	28	30	31
Saturday	28	29	30					
Sunday	29		31					
Monday	30							
Tuesday								

**MASTER
DRAFT MEETING CYCLE 2008/09**

February	March	April	May	June	July	August	
				1 Council Pre CL 14.00			Monday
		1 OS1		2 A	1 PL		Tuesday
		2		3 PL	2 OS2		Wednesday
		3	1	4	3		Thursday
		4	2	5	4	1	Friday
		5	3	6	5	2	Saturday
1	1	2	4	7			Sunday
2 CAB Pre CAB 16.30	2 COUNCIL Pre CL 14.00	6 CAB Pre Cab 16.30	4 May Day	8 CAB Pre CAB 16.30	6	3	Monday
3 NP11	3 OSM	7 NP10	5 NP13	9 LC	7	4	Tuesday
4 GP	4 NP7	8 PL	6 PL	10 NP8	8 NP11	5	Wednesday
5	5 RAC	9	7	11 MD	9 MD	6	Thursday
6	6	10 Good Friday	8	12	10	7	Friday
7	7	11	9	13	11	8	Saturday
8	8	12 Easter Day	10	14	12	9	Sunday
9	9 STD	13 Easter Monday	11 OSM	15 STD	13 COUNCIL Pre CL 14.00	10	Monday
10 NP12	10 DIS	14	12	16 LGB GP	14 LC	11	Tuesday
11 PL	11 PL	15	13 NP7	17 NP9	15	12	Wednesday
12 MD	12 LGB MD	16 MD	14 RAC MD	18	16 OS3	13 MD	Thursday
13	13	17	15	19	17	14	Friday
14	14	18	16	20	18	15	Saturday
15	15	19	17	21	19	16	Sunday
16 NP13	16 CAB Pre CAB 16.30	20 COUNCIL Pre CL 14.00	18 CAB Pre CAB 16.30	22 A	20 CAB Pre CAB 16.30	17	Monday
17 A	17 LC	21 LGB	19 DIS	23 NP10	21 NP12	18	Tuesday
18	18 GP	22 NP11	20	24 OS1	22	19	Wednesday
19 CAB +	19 NP8 PEN	23 OS2	21 AN CL	25 PEN	23	20	Thursday
20	20	24	22	26	24	21	Friday
21	21	25	23	27	25	22	Saturday
22	22	26	24	28	26	23	Sunday
23 CAB Pre CAB 16.30	23	27 CAB Pre CAB 16.30	25 Spring Bank Holiday	29 CAB/ COUNCIL Pre CAB 16.30	27 NP13	24 August Bank Holiday	Monday
24	24	28	26	30	28 GP	25	Tuesday
25	25 NP9	29 NP12	27	29 PL	29 PL	26 PL	Wednesday
26 COUNCIL * +	26	30 OS3	28		30	27	Thursday
27	27		29		31	28	Friday
28	28		30			29	Saturday
29	29		31			30	Sunday
						31	Monday
							Tuesday

- * Council Tax Setting
- + Budget/Council
- Ø Annual Statement of Accounts
- \$ Final Statement of Accounts
- CL – Council 18:30
- PL – Planning 18:00
- LC – Licensing Committee 18:00
- CAB – Cabinet 18:00
- STD – Standards 17:00
- OS1 – Overview & Scrutiny: Partnerships, Regeneration, Safety & Engagement 18:00
- OS2 – Overview & Scrutiny: Housing & Environment 18:00
- OS3 – Overview & Scrutiny: Improvement, Performance & Finance 18:00
- OS Mt – Overview & Scrutiny: Management Committee 18:00
- A – Audit 18:00
- NP – Neighbourhood Partnerships all at 19:00 (except NP13 at 19:30)
- GP – General Purposes 18:00
- LSP – Local Strategic Partnership
- SSNB - Safer Stronger Northampton Board
- WOM – Womens Forum 12:30
- PEN – Pensioners Forum 14:00
- LGB – Lesbian, Gay & Bisexual People Forum 18:30
- DIS – Disabled Forum 17:30
- MD – Members Development
- RAC – Race Equality

NB
YF – Youth Forum
Dates to be based around the School Timetable