

Meeting:	CABINET
Date:	11 November 2004
Subject:	THE COUNCIL'S CALENDAR OF MEETINGS 2005/06
Responsible Chief Officer:	CHIEF EXECUTIVE
Contact Officer:	Democratic and Member Services Manager
Portfolio Holder:	Strategic Overview and External Affairs
Key Decision:	No

Section 1: Summary

Decision Required

To approve the Calendar of Meetings for the Authority for the Municipal Year 2005/06.

Reason for report

The Calendar of Meetings is approved on an annual basis and at approximately this time of year for the succeeding Municipal Year. Its advance approval allows Members and officers to identify forward commitments.

Benefits

The Calendar of Meetings provides the framework for the Council's democratic processes (Member level meetings) and affords due notice to all relevant parties and interests of the dates on which particular meetings are to be held.

Cost of Proposals

N/A

Risks

A Calendar of Meetings will require to be approved prior to the commencement of the 2005/06 Municipal Year. Delaying approval to later in the current Municipal Year is likely to cause difficulties for the efficient administration of the Authority's business and to inconvenience elected Members who require to plan their availability for meetings.

Implications if recommendations rejected

The Calendar of Meetings may be varied as required. Significant changes would be likely to require that the Calendar be re-worked and re-presented to a later Cabinet. (The risks associated with a delayed decision would apply).

Section 2: Report

Brief History

1. It is established practice for the Authority's Calendar of Meetings for the succeeding Municipal Year to be the subject of consideration and agreement at approximately this time.
2. The draft Calendar for 2005/06 follows the pattern established for 2004/05 other than those changes occasioned primarily by the actual incidence in 2005-06 of public holidays, school terms and religious festivals.
3. Currently the draft Calendar makes no allowance for Members' commitments at national Party conferences or the Local Government Association General Assembly and Conference. The relevant dates in 2005 as indicated in the Calendar are:-
 - (i) Local Government Association General Assembly/Conference - 5 July and 14 December
 - (ii) Liberal Democrat Party Conference - 17 - 22 September
 - (iii) Labour Party Conference - 25 - 29 September
 - (iv) Conservative Party Conference - 3 - 6 October

By reference to the actual meetings indicated for those dates, Cabinet may wish to consider whether any of these are to be amended. The Conference dates largely do not clash with Council, Cabinet or Group Meetings, with the exception of the Conservative Party Conference which co-incides with Group meetings on 3 October and Cabinet on 6 October.

Rescheduling those meetings gives rise to some implications.

Consultations

1. A draft of the proposed Calendar for the Municipal Year 2005-06 was provided to the political Groups in advance of this meeting by way of consultation. Prior to that, all Members of Council have been consulted on their observance of religious festivals in order that allowance could be made for such commitments through 2005-06.
2. UNISON have been provided with the draft dates for meetings of the Employee's Consultative Forum and invited to offer any comments for consideration by this Cabinet meeting. No comments have been received to date.

Section 3: Supporting Information/Background Documents

Calendar of Meetings 2004/05, information on School Term dates and religious festivals 2005/06, together with responses from Members on the latter.