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**Report to:** Cabinet  
Council

**Date of Meeting:** 2 February 2012  
16 February 2012

**Subject:** Programme of Meetings - 2012/13 Municipal Year

**Report of:** Director of Corporate  
Commissioning

**Wards Affected:** All

**Is this a Key Decision?** No

**Is it included in the Forward Plan?** No

**Exempt/Confidential**

No

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### **Purpose/Summary**

To provide details of the draft Programme of Meetings for the 2012/13 Municipal Year.

**Recommendations:** That

### **Cabinet**

1. the Programme of Cabinet Meetings for 2012/13 as set out in Annex A of the report be approved;
2. the Council be recommended to give approval to the Programme of Meetings for the Council, Member Briefing Sessions and Regulatory Committees; Overview and Scrutiny Committees and Area Committees for 2012/13, as set out in Annexes B, C and D of the report; and
3. the Programme of Meetings for the Leader's Group, Strategic Leadership Team, Public Engagement and Consultation Panel and Sefton Borough Partnership Operations Board and Strategic Board for 2012/13, as set out in Annex E of the report be noted.

### **Council**

1. the Programme of Meetings for the Council, Member Briefing Sessions and Regulatory Committees; Overview and Scrutiny Committees and Area Committees for 2012/13, as set out in Annexes B, C and D of the report be approved; and
2. the Programme of Meetings for the Cabinet, Leader's Group, Strategic Leadership Team, Public Engagement and Consultation Panel and Sefton Borough Partnership Operations Board and Strategic Board for 2012/13, as set out in Annexes A and E of the report be noted.

**How does the decision contribute to the Council's Corporate Objectives?**

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		√	
2	Jobs and Prosperity		√	
3	Environmental Sustainability		√	
4	Health and Well-Being		√	
5	Children and Young People		√	
6	Creating Safe Communities		√	
7	Creating Inclusive Communities		√	
8	Improving the Quality of Council Services and Strengthening Local Democracy	√		

**Reasons for the Recommendation:**

To enable the business of the Council and the various Committees to be conducted during the 2012/13 Municipal Year.

**What will it cost and how will it be financed?**

**(A) Revenue Costs**

None.

**(B) Capital Costs**

None.

**Implications:**

The following implications of this proposal have been considered and where there are specific implications, these are set out below:

<b>Legal</b>		
<b>Human Resources</b>		
<b>Equality</b>		
1.	No Equality Implication	<input checked="" type="checkbox"/>
2.	Equality Implications identified and mitigated	<input type="checkbox"/>
3.	Equality Implication identified and risk remains	<input type="checkbox"/>

**Impact on Service Delivery:**

The Programme of Meetings for 2012/13 will be published on the Council's website for the benefit of the residents of Sefton and general public.

**What consultations have taken place on the proposals and when?**

The Head of Corporate Finance (FD1300) and Head of Corporate Legal Services (LD645/12) have been consulted and any comments have been incorporated into the report.

**Are there any other options available for consideration?**

No.

**Implementation Date for the Decision**

Immediately following the Council meeting.

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**Background Papers:**

There are no background papers available for inspection.

## 1. Introduction/Background

1.1 The Council is required to establish a Programme of Meetings for the 2012/13 Municipal Year.

1.2 The following annexes are attached to the report:

- Annex A - Programme of Meetings for the Cabinet in 2012/13
- Annex B - Programme of Meetings for the Council, Members' Briefing Sessions and Regulatory Committees in 2012/13
- Annex C - Programme of Meetings for the Overview and Scrutiny Committees in 2012/13
- Annex D - Programme of Meetings for the Area Committees in 2012/13
- Annex E - Programme of Meetings for the Leader's Group, Strategic Leadership Team and Sefton Borough Partnership Strategic Board/Operations Board in 2012/13

1.3 The Draft Calendar of all Meetings for 2012/13, which incorporates the proposals set out in the five annexes referred to above can be accessed via the following electronic link:

<http://modgov.sefton.gov.uk/moderngov/documents/s36897/CalendarofMeetings201213.doc.pdf>

## 2. Programme of Meetings 2012/13

2.1 The key principles of the Programme of Meetings are as follows:

- Annual Council Meeting (Election of Mayor) to be held at 6.00 p.m. on Thursday, 10 May 2012, in the week following the Council Elections. Venue to be based on the preferred location for the Mayor Elect.
- Adjourned Annual Council Meeting (Appointment of Cabinet and Committees) to be held on **Tuesday**, 15 May 2012, in the week after the Annual Council Meeting. This will give the Political Groups more time to determine the Membership of Committees etc. following the Council Elections on 3 May 2012.
- Five Ordinary Council Meetings to be held every 8 weeks on a Thursday commencing at 6.30 p.m. plus the Budget Council Meeting to be held on 28 February 2013.
- Council will not meet on the same day as Cabinet. Cabinet will meet in weeks 2 and 6 of an eight week meeting cycle with the Council Meeting in week 8.
- Members' Briefing Sessions to be held at 5.00 p.m. prior to the Adjourned Annual Council Meeting and the six Ordinary Council Meetings.
- The dates of the Members' Induction Sessions to be held in May 2012 have been included to assist in the organisation of the sessions. The details of the

Member Induction Programme will be submitted to the Cabinet Member - Corporate Services for approval.

- No meetings will be held:
  - In the period from the Council Elections on 3 May 2012 until the Adjourned Annual Council Meeting except for the Annual Council Meeting (Election of Mayor) pending the appointment of the Cabinet and Committees for 2012/13.
  - In the period between Christmas and New Year (Dec 2012/Jan 2013).
  - In April 2013, except for the meetings of the Planning Committee, Cabinet and Council.
- The venues for all meetings alternate between Bootle and Southport Town Halls.
- Cabinet Meetings to be held every 4 weeks on a Thursday at 10.00 a.m. (one per month except for January and February 2013 when two meetings will be held to assist in the production of the 2013/14 Budget proposals). The first meeting to be held on 24 May 2012, in the week following the Adjourned Annual Council meeting.
- Planning Committee to meet every four weeks on a Wednesday, commencing at 6.30 p.m.
- Planning Visiting Panel to meet 2 days prior to each meeting of the Planning Committee to undertake site visits as agreed by the Committee.
- Each of the 4 Overview and Scrutiny Committees to meet bi monthly, 5 times during the year commencing at 6.30 p.m. - the main Overview and Scrutiny work will be done by the Working Groups to be established on an ad hoc basis.
- Special meeting of the Overview and Scrutiny Committee (Performance and Corporate Services) to be held on 19 February 2013 to scrutinise the Cabinet budget recommendation.
- Overview and Scrutiny Management Board to meet 5 times per year, commencing at 4.30 p.m.
- Licensing and Regulatory Committee to meet every 8 weeks on a Monday commencing at 6.30 p.m.
- Meetings of the Licensing Sub-Committee to be convened as and when required.
- Audit and Governance Committee to meet every quarter (4 meetings per year) on a Wednesday commencing at 3.00 p.m. in order to meet statutory requirements etc.
- Standards Committee to meet every quarter (4 times per year) on a Tuesday commencing at 10.00 a.m., subject to a review of the role of the Committee following the publication of the Localism Act.
- Pay and Grading Committee to meet every month on a Thursday, commencing at 2.00 p.m., subject to further review of the role of the Committee.
- Each Area Committee to meet bi-monthly, 5 times during the year, except for Crosby and Southport which will meet 6 times during the year.
- The meetings of each Area Committee commence at 6.30 p.m. except for the Formby Area Committee which commences at 7.00 p.m. The meetings will be held at local venues.
- The dates of the Leaders Group Meetings, Strategic Leadership Team and Sefton Borough Partnership Operations Board and Strategic Board which are not public meetings have been included for completeness, as it aids corporate planning of the decision - making process.

- The dates for the Public Engagement and Consultation Panel previously agreed by the Panel, which are not public meetings are also included in the Corporate Calendar.