

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Leader and Cabinet

12 January 2012

AUTHOR/S: Executive Director, Corporate Services / Legal & Democratic Services
Manager

CABINET MEETINGS SCHEDULE 2012-2013

Purpose

1. To consider and agree a schedule of meetings for the 2012-2013 Municipal Year.
2. This is not a key decision, however it is appropriate for the Cabinet to publicly agree its meeting schedule in the interests of transparency.
3. The issue was first published in the October 2011 Forward Plan.

Recommendation

4. That Cabinet agree the schedule of meetings as follows:

Thursday, 12 July 2012, commencing at 6pm
Thursday, 13 September 2012, commencing at 6pm
Thursday, 08 November 2012, commencing at 6pm
Thursday, 17 January 2013, commencing at 2pm
Monday, 18 February 2013, commencing at 2pm
Thursday, 11 April 2013, commencing at 2pm
Thursday, 09 May 2013, commencing at 6pm

Reason for Recommendation

5. It is appropriate that Cabinet consider future meeting dates in order to be able to conduct the Council's business within the most suitable timescales.

Considerations

6. The proposal provides for seven Cabinet meetings and takes into account the recently approved meetings of full Council for 2012/13.
7. Following informal consultation with members of Cabinet, the timings stated in paragraph 4 above have been suggested.
8. Members are requested to note that the meetings proposed on:
 - (i) 17 January 2013 is a week later than would normally be scheduled to take into account the Christmas Holiday
 - (ii) 18 February 2013 is a Monday and avoids half-term week, but still allows for any recommendations to be included in the Council agenda
 - (iii) 11 April 2013 falls within the Easter Holiday, however, Good Friday is 31 March and Easter Monday, 1 April.

Implications

9.	Financial	Evening meetings would potentially require overtime payments to cover caretaker duties
	Legal	None
	Staffing	None
	Risk Management	None specific
	Equality and Diversity	None specific
	Equality Impact Assessment completed	No Setting the meetings schedule is largely an administrative process
	Climate Change	When appropriate, other meetings are held on the same day in order to reduce journeys to and from the Council offices and maximise both Member and Officer time. The majority of meetings are held during the day to minimise additional heating / cooling, lighting and electricity requirements outside of regular office hours.

Consultations

10. The following were consulted on the provisional schedule of meetings and start times:

- Leader of the Council
- Leader of the Main Opposition Group
- Independent Group Convenor
- Senior Management Team

Consultation with Children and Young People

11. None.

Effect on Strategic Aims

12. The proposed schedule of Cabinet meetings allows sufficient time between formal meetings for both Members and Officers to progress work towards meeting the Council's strategic aims.

Conclusions / Summary

13. The proposed meetings dates, as detailed in paragraph 4 above follow the pattern of meetings held in the municipal year 2010/11 and have thus far, proved an efficient and effective regime in discharging the Council's business.

Background Papers: the following background papers were used in the preparation of this report: Council meeting schedule 2011/12

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