

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Leader and Cabinet

15 January 2009

AUTHOR/S: Chief Executive

CABINET SCHEDULE OF MEETINGS FOR 2009-2010

Purpose

1. To consider and agree a schedule of meetings for the 2009/2010 Municipal Year.
2. This is not a key decision, however it is appropriate for the Cabinet to agree publicly its meeting schedule in the interests of transparent local government.

Considerations

3. The proposal below provides for monthly Cabinet meetings excluding August 2009 and follows the existing pattern of meetings, which has operated since 2004. The timetable has been prepared with regard to the 2009/10 Council meeting dates approved on 27 November 2008.
4. During the 2007/08 Municipal Year, different days and timings were trialled in order to encourage public participation, however no members of the public attended either meeting. In addition, the Council meetings in July and November 2009 will take place at 7pm to encourage public attendance and assist Members who find difficulty in attending daytime meetings. In the 2008/09 Municipal Year, meetings were held at 2pm, usually on the second Thursday of the month; Cabinet is requested to consider whether it wishes to continue to meet at that time or during the evening.

Proposed meeting dates 2009-2010

5. Assuming meetings are held on, or as near to as possible, the second Thursday of the month, they are as follows:

| CABINET MEETING | Council meeting |
|------------------------|------------------------|
| 11 June 2009 | |
| 02 July 2009* | 16 July 2009 |
| 10 September 2009 | 24 September 2009 |
| 08 October 2009 | |
| 12 November 2009 | 26 November 2009 |
| 10 December 2009 | |
| 14 January 2010 | 28 January 2010 |
| 11 February 2010 | 25 February 2010 |
| 11 March 2010 | |
| 08 April 2010 | 22 April 2010 |
| 13 May 2010 | 27 May 2010 |

* This allows for a 2-week gap before Council.

Implications

| | | |
|----|---------------------|--|
| 6. | Financial | None |
| | Legal | None |
| | Staffing | Holding evening meetings may give rise to additional overtime costs |
| | Risk Management | None |
| | Equal Opportunities | Holding evening meetings may encourage the public to attend, however, previous trials have not proved successful in this regard. |

Effect on Corporate Objectives and Service Priorities

| | |
|----|--|
| 7. | Work in partnership to manage growth to benefit everyone in South Cambridgeshire now and in the future N/A |
| | Deliver high quality services that represent best value and are accessible to all our community Agreeing to hold some or all meetings during the evening enhances customer service by making attendance at the meetings more accessible to the public. |
| | Enhance quality of life and build a sustainable South Cambridgeshire where everyone is proud to live and work N/A |

Options

8. Cabinet is invited to:
- (a) Agree to the meeting dates as detailed in paragraph 5 above, commencing at 2pm,
 - (b) Agree to an alternative schedule of meetings, and
 - (c) Consider the start time of meetings.

Recommendations

9. That Cabinet,
- (a) Agree a meeting schedule for the 2009-2010 Municipal Year based on the dates detailed in paragraph 5 above, and
 - (b) Give consideration to the start time of the meeting dates agreed.

Background Papers: the following background papers were used in the preparation of this report: Council meeting schedule 2009-2010

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