

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Council 27 November 2008
AUTHOR/S: Chief Executive / Democratic Services Manager

CALENDAR OF COUNCIL MEETINGS FOR THE 2009-2010 CIVIC YEAR

Purpose

1. To recommend a programme of meetings for the 2009-2010 Civic Year (May-May) for consideration and agreement by Council in accordance with Standing Order 2.1.

Options

2. It is proposed that five ordinary meetings be scheduled during the 2008-2009 Civic Year, plus a meeting to set the budget in February 2010 and an Annual Meeting in May 2010.

Date	Type of meeting
16 July 2009	Ordinary
24 September 2009	Ordinary
26 November 2009	Ordinary
28 January 2010	Ordinary
25 February 2010	Budget
22 April 2010	Ordinary
27 May 2010	Annual

3. The proposal above is considered to provide the 'best fit', given that the Council is obliged to hold meetings in February and May each year in years where elections take place. The proposal provides for the same number of meetings as in 2008-2009.

Implications

4. Financial	The cost of Members' travelling expenses is around £375 per meeting. The cost of paper and postage is around £100 per meeting. The agreement of additional Council meetings would result in these costs rising proportionally.
Legal	There is a legal requirement for the whole Council to meet at certain times to carry out functions only it can perform such as appointing the Leader of the Council and committees, deciding the budget and approving the Performance Plan. There is no laid-down number of other ordinary meetings. In years where elections are held the Annual Meeting must be held within 21 days of the retirement of the outgoing councillors (Standing Order 1.1 and the Local Government Act 1972).
Staffing	A higher number of meetings would entail a proportionately greater demand on senior officer time.
Risk Management	None specific
Equal Opportunities	None specific

Consultations

5. The draft report has been circulated to group leaders, the Leader of the Council and Chairman of Scrutiny and Overview Committee prior to its submission to Council for consideration. The meeting dates proposed take into account meetings of the County Council and school term dates for 2009-2010.

Effect on Annual Priorities and Corporate Objectives

6. The scheduling of an appropriate number of Council meetings at which the policy and budgetary frameworks are agreed (and amended where necessary) and other business dealt with in accordance with Article 4 of the Constitution, is essential to the efficient and effective operation of the whole organisation. It is considered that a schedule of seven Council meetings per year best provides a timely forum in which all Councillors can debate issues of concern to the district, whilst allowing Officers and Members sufficient time between formal meetings to progress work towards meeting the Council's strategic aims.

Recommendations

7. Council is asked to resolve that meetings during the 2009-2010 Civic Year be scheduled as follows:

Date	Type of meeting
16 July 2009	Ordinary
24 September 2009	Ordinary
26 November 2009	Ordinary
28 January 2010	Ordinary
25 February 2010	Budget
22 April 2010	Ordinary
27 May 2010	Annual

Background Papers: the following background papers were used in the preparation of this report:

The Council's Constitution

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