

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

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**REPORT TO:** Leader and Cabinet

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### CABINET MEETINGS SCHEDULE 2011-2012

#### Purpose

1. To consider and agree a schedule of meetings for the 2011-2012 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 2010 Forward Plan.

#### Recommendation

4. That Cabinet agree the schedule of meetings, commencing at 2pm as follows:

07 July 2011  
08 September 2011  
10 November 2011  
12 January 2012  
09 February 2012  
12 April 2012  
10 May 2012

#### 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 7 Cabinet meetings and takes into account the recently approved meetings of full Council for 2011/12. In December 2009, Cabinet agreed to change the starting time of meetings to 7pm for the remainder of the municipal year. For the municipal year 2010/11, two out of the seven meetings were scheduled for 7pm. The change in timings was initiated to encourage members of the public to attend, however, records kept of the number of members of the public attending evening meetings indicate that this has not proved successful.

#### Implications

7. 

Financial	None
Legal	None
Staffing	None. Although evening meetings would required the attendance of additional caretaker cover
Risk Management	None specific

Equality and Diversity	None specific
Equality Impact Assessment completed	An EqIA is currently being prepared to assess the impact of evening meetings
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. One of the Council's priorities is to reduce its annual carbon emissions by 10% by the end of the 2010/11 municipal year.

### Consultations

8. 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

### Effect on Strategic Aims

9. 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

10. 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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