
TIMING OF COMMITTEE MEETINGS FOR 2011/15

To: **Constitutional Review Working Party – 28 July 2011**

By: **Democratic Services and Scrutiny Manager**

Classification: **Unrestricted**

Ward: **Not applicable**

Summary: To consider the timing of Committee meetings for the 2011/15 municipal years.

For Decision

1.0 Introduction and Background

1.1 The Council at its Annual meeting on the 19 May decided to refer to the Constitutional Review Working Party the issue of the timing of Committee meetings.

2.0 Current Situation

2.1 The times of Committees are shown in the table below:

Committee	Start Time
Council	7.00pm
Cabinet	7.00pm
General Purposes Committee	ad hoc
Governance and Audit Committee	6.30pm
Joint Transportation Board	6.30pm
Licensing Board	10.00am
Licensing Sub Committee	ad hoc
Overview and Scrutiny Panel	7.00pm
Planning Committee	7.00pm
Standards Committee	6.00pm
Overview and Scrutiny Working Parties	Ad Hoc

4.0 Timings of Meetings

4.1 It is in the gift of Council to determine the times of Council meetings. Currently Committees start both during the day and in the early evening as shown in the table above.

4.2 If there are any changes to the start times of Committees then Democratic Services may have to make some minor amendments to the calendar of meetings in order to avoid any potential clashes that may subsequently occur. A new version of the existing calendar would then need to be produced to reflect the changes made and agreed at a subsequent meeting.

6.0 Corporate Implications

6.1 Financial

6.1.1 There would be minor savings if meetings were moved to during the day through reduced heating, lighting and security costs. However there would be no savings from Democratic Services as Democratic Services Officers are not paid overtime.

6.2 Legal

6.2.1 There are no legal implications of changing the timing of meetings

6.3 Corporate

6.3.1 Agreement of a calendar of meetings has significant implications for the Council's business planning and the programming of work.

6.4 Equity and Equalities

6.4.1 Equality of access to Council meetings must be considered for both Councillors and Members of the public.

7.0 Recommendation(s)

7.1 Constitutional Review Working Party's instructions on the timing of meetings for 2011/12 to 2014/15 are sought.

8.0 Decision Making Process

8.1 Constitutional Review Working Party can make a recommendation to Council.

Contact Officer:	Glenn Back, Democratic Services and Scrutiny Manager
Reporting to:	Harvey Patterson, Corporate and Regulatory Services Manager

Annexes

Annex	none
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Background Papers

Title	Details of where to access copy
The Constitution of Local Governance for the Thanet District Council	TDC Website, Democratic Services Office

Corporate Consultation Undertaken

Finance	Nikki Walker, Finance Manager – HRA, Capital & External Funding
Legal	Harvey Patterson, Corporate and Regulatory Services Manager
Communications	Justine Wingate, Corporate Information Manager