

	<p>REPORT TO CABINET TO BE HELD ON 15 FEBRUARY 2011</p>
	<p>Key Decision NO</p> <p>Forward Plan Ref No N/A</p>
<p>Corporate Priority ALL</p>	<p>Cabinet Portfolio Holder Cllr Tom Fox</p>

REPORT OF: CHIEF EXECUTIVE – 11/101

WARDS AFFECTED: All

SUBJECT: SCHEDULE OF MEETINGS 2011/12

RECOMMENDATION (S):

Cabinet recommend to full Council:

- the approval of the Schedule of Meetings 2011/12;
- to agree to the proposed amendments to the scheduled Council meetings in May 2011;
- to agree to the principle of the establishment of a Licensing Committee upon the agenda for the first meeting of Council after the 5 May election prior to Annual Council; and
- to note that the Schedule of Meetings is subject to amendment in respect of Overview and Scrutiny Committee meetings as the Chairs and Vice Chairs are currently considering proposals for revision to the nature and frequency of Scrutiny Committee meetings.

REASON FOR RECOMMENDATION (S):

- Approval of the Schedule of Meetings will ensure that Council business is conducted efficiently.
- Approval of the amendments to the current schedule of Council meetings in May 2011 will allow Council time to agree a new strong Leader.
- A licensing Sub-Committee meeting may be needed before Council has appointed Members to this Committee and therefore proposed appointments are required prior to this date.

HIGHLIGHTED RISKS: Non adoption of the recommendations will reduce the efficiency of the administration of the meetings, increase the risk of the Council not having agreed a Leader before annual council and could result in the council being unable to issue licences.

1. INTRODUCTION

- 1.1 The schedule of meetings is produced annually. Consultation is carried out with officers, elected Members and the County Council and North York Moors National Park Authority in order to achieve a schedule of meetings that will best fit with all stakeholders. The dates for school holidays have also been taken into account *where possible* when scheduling meetings.
- 1.2 Quarterly meetings of the pilot Whitby Harbour Board as an Executive Committee of the Council have been included on the schedule.

2. CORPORATE AIMS/PRIORITIES AND THE COMMUNITY PLAN

- 2.1 Adoption of a planned schedule of meetings ensures that Council business can be carried out efficiently to meet all of the corporate objectives.

3. BACKGROUND AND ISSUES

- 3.1 Council meetings
This year there are all out elections. Additionally changes to the legislation means that the Council must change the way it appoints its Leader. Following public consultation the Council agreed to adopt the Strong Leader model. This means that the Leader is appointed by full Council and remains in office for the full length of his/her term until:
- (a) he/she resigns from the office; or
 - (b) he/she is suspended from being a Councillor under Part III of the Local Government Act 2000 (although he/she may resume office at the end of the period of suspension); or
 - (c) he/she is no longer a Councillor; or
 - (d) he/she is removed from office by resolution of the Council
- 3.2 The schedule of meetings prepared in May 2010 proposed that the Council met to agree its Leader on Monday 9 May. This is considered to not allow sufficient time to allow Members to stand for election as Leader. It is therefore proposed that the first meeting of Council is deferred to Tuesday 10 May to elect a new Leader. The arrangements for this are subject to Council agreeing to amendments to the constitution and these amendments are the subject of another report. In addition, at this stage a provisional additional Council meeting has been provided for should this be required on Wednesday 11 May at 6.00 pm. Following appointment the elected Leader will determine his or her Cabinet appointments and approve a scheme of delegation. The subsequent meeting of Council will be on Monday 16 May to agree the appointments to committees and outside bodies and Annual Council will be on Thursday 19 May to ratify these appointments and Mayor making.
- 3.3 The first meeting of Cabinet is proposed for 24 May 2011. In the interim pending the meeting the Leader will be able to exercise executive powers.

- 3.4 **Licensing Committee**
Following the elections on Thursday 5 May until Annual Council on 19 May 2011 there are no Committee meetings and no Member is officially appointed to any Committee until Annual Council. However there is the possibility that a licensing application may need to be heard by a Licensing Sub-Committee prior to the 19 May. If this happens a Licensing Sub-Committee will need to be formed. To allow for this it is proposed that there be provision for inclusion on the first meeting of Council for agreement of the Members of the full Licensing Committee prior to Annual Council.
- 3.5 **Whitby Town Council**
Representations have been received from Whitby Town Council with regard to the dates of the Northern Area Committee which are held on Tuesday evenings and which are often held on the same date as Whitby Town Council Planning meetings.
- 3.6 **Research has been carried out which shows that from information held, full Town and Parish Council meetings in the Northern Area are evenly split between Mondays, Tuesdays, Wednesdays and Thursdays.**
- 3.7 **The Council schedule of meetings is prepared to ensure that it avoids clashes with scheduled full Whitby Town Council meetings. If Members decide to change the day of the Northern Area Committee meetings, the only other suitable day of the week to avoid other Council commitments is a Wednesday. However if Members choose to do this it is likely to cause schedule conflict with other Parish Council meetings as it is not possible to accommodate all Town and Parish Council meetings due to the number of meetings held. In addition current room availability may also be an issue.**
- 3.8 **Overview and Scrutiny Committees**
Following consultation with the Overview and Scrutiny and Audit Committee Chairs and Vice-Chairs it is intended that the scope of these Committees be altered to provide a more even spread of business. Final proposals have yet to be prepared and will be reported to the Cabinet meeting if they have been developed at that time. There may therefore be need to make amendments to the nature, number and frequency of meetings of Scrutiny Committees.
- 3.9 **Southern Area Committee**
Locality arrangements are being separately considered for Eastfield Parish Council and the Cluster of Southern Area Parish Councils. This may mean that the Southern Area Committee will not be required after May 2011 and therefore this committee does not appear on the Schedule of meetings for 2011/12.

4. CONSULTATION

- 4.1 **Heads of Service, Elected Members and North Yorkshire County Council and the North York Moors National Park Authority have all been consulted during**

the production of the schedule. The dates for school holidays have also been taken into account where possible when scheduling meetings.

5. ASSESSMENT

- 5.1 The schedule of meetings has been produced to ensure effective administration of all meetings. Consultation with all stakeholders has been carried out to minimise potential clashes with other meetings. The schedule is attached as Appendix A.
- 5.2 Changes are required to the Council meeting dates to allow Members sufficient time to elect a Leader and agree appointments to Committees and outside bodies.
- 5.3 Interim arrangements to allow for the appointment of a Licensing Committee will ensure that the Council meets its obligations as the Licensing Authority for the Borough.
- 5.4 If the day for Northern Area Committee meetings is altered this will mean that other parish councils in the area are likely to be affected and there may be clashes with full Council meetings.
- 5.5 Any proposals for changes relating to the Overview and Scrutiny Committees will be reported to Cabinet and there may be a need to make amendments to the frequency and membership of these committee meetings should Council agree to the changes.

6. IMPLICATIONS

Policy

- 6.1 The schedule of meetings is subject to approval by full Council.

Financial

- 6.2 None.

Legal

- 6.3 None.

7. ACTION PLAN

- 7.1 The Cabinet's recommendations will be submitted to the Council meeting on 25 February 2011



Chief Executive