RYEDALE
DISTRICT
COUNCIL

PART B:	RECOMMENDATIONS TO COUNCIL
REPORT TO:	COUNCIL
DATE:	13 JANUARY 2011
REPORT OF THE:	HEAD OF ORGANISATIONAL DEVELOPMENT LOUISE SANDALL
TITLE OF REPORT:	TIMETABLE OF MEETINGS 2011-2012
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

1.1 This report presents the draft timetable of meetings for 2011-2012 for approval.

2.0 RECOMMENDATION

2.1 That Council is recommended to approve the timetable of meetings for 2011-2012, attached as Annex A to this report.

3.0 REASON FOR RECOMMENDATION

3.1 To provide a timetable for all decision making, advisory and overview and scrutiny meetings for use by Members, officers, the public and other interested parties.

4.0 SIGNIFICANT RISKS

4.1 There are no significant risks relating to this recommendation.

REPORT

5.0 BACKGROUND AND INTRODUCTION

5.1 A timetable of meetings is agreed and published for each municipal year.

6.0 POLICY CONTEXT

6.1 Publishing the timetable of meetings is an essential part of making the Council's decision making process open and accessible to all interested parties.

7.0   CONSULTATION

7.1   Management Team have been consulted on the draft timetable of meetings for 2011-2012.

8.0   REPORT DETAILS

8.1   The draft timetable of meetings, attached as Annex A of the report, has been based on the meeting cycle used in 2010-11.

8.2   The schedule at Annex A takes account of particular reporting requirements relating to the Annual Governance Statement and Statement of Accounts. No meetings have been scheduled to coincide with Maundy Thursday (5 April), the Local Government Association Conference (28-30 June) and the Ryedale Show (26 July).

8.3   Members have the option to approve, amend or reject the draft timetable of meetings attached at Annex A. If the current draft timetable is not acceptable to Members, an alternative will need to be agreed.

8.4   The Corporate Director (s151) undertook an informal consultation with members during December 2010 on meeting start times in response to several member requests and comments. Details of other Authorities meeting start times and other issues were included in the consultation.

8.5   This report allows this Council to set, in accordance with the constitution, the timetable of meetings for the following Council. This is an important task to enable current and potential candidates to consider the level of commitment required to stand as an elected member of the Council.

8.6   Less than a third of members (9 in all) responded. 6 of those selected their preference as 6.30pm start for public meetings, 2 went for 5.30 and 1 for 5.00/5.30. There was support for member training start times and member development to match the public meeting start times. There was some support for the two working parties to be evening meetings.

8.7   In light of the above and in looking at current Council meetings, in particular the Planning Committee which has the largest member attendance outside of Council and in general the largest public attendance, the officer recommendation is that all public meetings (excluding Annual Council and Licensing Committee), member development and member training sessions start at 6pm, Parish Liaison remains at 7pm and working parties remain unchanged. This proposal is reflected in Annex A.

9.0   IMPLICATIONS

9.1   The following implications have been identified:
       a) Financial
           The costs of meetings within the Council are built into existing budgets.

       b) Legal
           None.

       c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime & Disorder)

None.

10.0   NEXT STEPS

10.1   Once the timetable of meetings has been approved it will be published on the Council's website using the Modern.gov committee management system.

Louise Sandall
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Background Papers:
None.

Background Papers are available for inspection at:
Not applicable.