



PART B:	RECOMMENDATIONS TO COUNCIL
REPORT TO:	COUNCIL
DATE:	20 FEBRUARY 2012
REPORT OF THE:	HEAD OF ORGANISATIONAL DEVELOPMENT LOUISE SANDALL
TITLE OF REPORT:	TIMETABLE OF MEETINGS 2012-2013
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

1.1 This report presents the draft timetable of meetings for 2012-2013 for approval.

2.0 RECOMMENDATION

2.1 That Council is recommended to approve the timetable of meetings for 2012-2013, 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.

5.0 POLICY CONTEXT AND CONSULTATION

5.1 A timetable of meetings is agreed and published for each municipal year. This is an essential part of making the Council's decision making process open and accessible to all interested parties. Management Team have been consulted on the draft timetable of meetings for 2012-2013.

REPORT

6.0 REPORT DETAILS

6.1 The draft timetable of meetings, attached as Annex A of the report, has been based on the meeting cycle used in 2011-12.

- 6.2 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 (28 March 2013), the Ryedale Show (31 July 2012) and the Police Commissioner Elections (15 November 2012). Planning Committee on 26 June 2012 coincides with the Local Government Association Conference (26-28 June 2012) but the authority's representative, the Chairman of Policy & Resources Committee, does not sit on this Committee so there is no clash of engagements.
- 6.3 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.

7.0 IMPLICATIONS

- 7.1 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. An equality impact assessment was carried out last year when start times to meetings were reviewed.

8.0 NEXT STEPS

- 8.1 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
Head of Organisational Development

Author: Simon Copley, Democratic Services Manager
Telephone No: 01653 600666 ext: 277
E-Mail Address: simon.copley@ryedale.gov.uk

Background Papers:
None.

Background Papers are available for inspection at:
Not applicable.