

Subject: Committee Schedule 2011/2012

Status: For Publication

Report to: Council

Date: 23rd February 2011

Report of: Director of Business

Portfolio

Holder: Finance and Resources

Key Decision: No

Forward Plan General Exception Special Urgency

1. PURPOSE OF REPORT

1.1 To ask Members to agree the Committee Schedule containing dates of meetings for 2011/2012.

2. CORPORATE PRIORITIES

2.1 The matters discussed in this report impact directly on the following corporate priorities:-

- Delivering quality Services to our customers

3. RISK ASSESSMENT IMPLICATIONS

3.1 The recommendations in this report involve risk considerations as set out below:

- A Committee Schedule is required in order to provide good customer service, promote local democracy and encourage public participation and involvement in the decision making process.
- Decisions made at any unscheduled or unpublicised meetings would be breaking the statutory legal requirements, thus making the Council open to legal challenge.

4. BACKGROUND AND OPTIONS

4.1 The proposed schedule of meetings for 2011/2012 is attached at Appendix 1 for consideration.

STATUTORY OFFICER COMMENTS

5. SECTION 151 OFFICER

5.1 There are no specific financial implications arising from this report.

6. MONITORING OFFICER

- 6.1 There are no specific legal implications identified as arising from this report, other than the need to meet Access to Information requirements for public meetings that take place in the coming municipal year.

7. HEAD OF PEOPLE AND POLICY (ON BEHALF OF THE HEAD OF PAID SERVICE)

- 7.1 There are no specific human resources implications for the Council arising from this report.

8. CONCLUSION

- 8.1 It is important to agree a committee schedule in order to ensure that the Council can effectively conduct its business.

9. RECOMMENDATIONS

- 9.1 That the Committee Schedule for 2011/12 be agreed.
- 9.2. That authority for any further changes/amendments to the schedule and meetings be delegated to the Chief Executive in consultation with the Leader of the Council.

10. CONSULTATION CARRIED OUT

- 10.1 Group Leaders, Governance Working Group, Member Development Working Group, Management Team and Managers.

11. COMMUNITY IMPACT ASSESSMENT

- Is a Community Impact Assessment required No
- Is a Community Impact Assessment attached No

12. BIODIVERSITY IMPACT ASSESSMENT

- Is a Biodiversity Impact Assessment required No
- Is a Biodiversity Impact Assessment attached No

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|------------------------|--|
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No background papers

Committee Schedule 2011/12

| | May 2011 | June 2011 | July 2011 |
|-----------|---|---|--|
| Monday | | | |
| Tuesday | | | |
| Wednesday | | 1 5.15pm Cabinet Agenda Setting, (Chamber) | |
| Thursday | | 2 | |
| Friday | | 3 | 1 |
| Saturday | | 4 | 2 |
| Sunday | 1 | 5 | 3 |
| Monday | 2 Bank Holiday | 6 6.30pm O&S Management (Chamber) | 4 |
| Tuesday | 3 | 7 6.30pm Licensing | 5 |
| Wednesday | 4 | 8 3.30pm, MDWG (Room 216) 6.00 Rawtenstall Neighbourhood Forum (Venue TBA) | 6 1.30pm, GWG (Chamber) |
| Thursday | 5 ELECTION | 9 6.00 Bacup Neighbourhood Forum (Venue TBA) | 7 6.30 Haslingden Neighbourhood Plan (venue TBA) |
| Friday | 6 | 10 | 8 |
| Saturday | 7 | 11 | 9 |
| Sunday | 8 | 12 | 10 |
| Monday | 9 6.30pm Labour Group Meeting (Chamber) | 13 6.30pm Policy O&S (Chamber) | 11 |
| Tuesday | 10 6.30pm Conservative Group Meeting (Chamber) | 14 6.30pm Development Control (Chamber) | 12 6.30pm Development Control (Chamber) |
| Wednesday | 11 6.30pm Member Induction (Chamber) | 15 6.30pm Audit & Accounts (Chamber) | 13 6.30 Rawtenstall Neighbourhood Plan (venue TBA) |
| Thursday | 12 7.30pm Whitworth Annual Meeting (Whitworth Civic Hall) | 16 6.00 Whitworth Neighbourhood Forum (venue TBA) | 14 6.30 Bacup Neighbourhood Forum (venue TBA) |
| Friday | 13 | 17 | 15 |
| Saturday | 14 | 18 | 16 |
| Sunday | 15 | 19 | 17 |
| Monday | 16 6.30pm Development Control Training (Chamber) | 20 Armed Forces Day 6.30pm Performance O&S 1/4 Report (Chamber) | 18 6.30pm Member Training (Chamber) |
| Tuesday | 17 6.30pm Standards Training (Chamber) | 21 6.30pm Standards (Chamber) | 19 |
| Wednesday | 18 5.00pm Rossendale Forum Meeting (Chamber) | 22 | 20 6.30pm Council (Chamber) |
| Thursday | 19 7.30pm Whitworth Mayor Making (Whitworth Civic Hall) | 23 | 21 6.30 Whitworth Neighbourhood Plan (venue TBA) |
| Friday | 20 6.30pm Annual Council (Whitworth Civic Hall) | 24 | 22 |
| Saturday | 21 | 25 | 23 |
| Sunday | 22 Civic Sunday | 26 | 24 |
| Monday | 23 6.30pm Audit & Accounts Training (Chamber) | 27 6.30pm Member Training (Chamber) | 25 6.30pm Performance O&S (Chamber) |
| Tuesday | 24 6.30pm Licensing Training (Chamber) | 28 | 26 |
| Wednesday | 25 6.30pm Overview and Scrutiny Training (Chamber) | 29 6.30pm Cabinet (Chamber) | 27 |
| Thursday | 26 6.00 Haslingden Neighbourhood Forum (Venue TBA) | 30 | 28 |
| Friday | 27 | | 29 |
| Saturday | 28 | | 30 |
| Sunday | 29 | | 31 |
| Monday | 30 Bank Holiday | | |
| Tuesday | 31 6.30pm Charing Meeting Training (Chamber) | | |

Committee Schedule 2011/12

| | August 2011 | September 2011 | October 2011 |
|-----------|---|---|--|
| Monday | 1 6.30pm Policy O&S (Chamber) | | |
| Tuesday | 2 6.30pm Development Control (Chamber) | | |
| Wednesday | 3 5.15pm, Cabinet Agenda Setting, (Chamber) | | |
| Thursday | 4 | 1 1.30pm, GWG (Chamber) | |
| Friday | 5 | 2 | |
| Saturday | 6 | 3 | 1 |
| Sunday | 7 | 4 | 2 |
| Monday | 8 | 5 6.30pm O&S Management (Chamber) | 3 |
| Tuesday | 9 | 6 6.30pm Audit & Accounts (Chamber) | 4 |
| Wednesday | 10 | 7 3.30pm, MDWG (Chamber) 6.30 Rawtenstall Neighbourhood Plan (venue TBA) | 5 5.15pm, Cabinet Agenda Setting, (Chamber) |
| Thursday | 11 | 8 6.30 Bacup Neighbourhood Plan (venue TBA) | 6 |
| Friday | 12 | 9 | 7 |
| Saturday | 13 | 10 | 8 |
| Sunday | 14 | 11 | 9 |
| Monday | 15 | 12 6.30pm Policy O&S (Chamber) | 10 5.00pm Rossendale Forum Meeting (Chamber) |
| Tuesday | 16 | 13 6.30pm Development Control (Chamber) | 11 6.30pm Development Control (Chamber) |
| Wednesday | 17 | 14 6.30 Haslingden Neighbourhood Plan (venue TBA) | 12 |
| Thursday | 18 | 15 6.30 Whitworth Neighbourhood Plan (venue TBA) | 13 |
| Friday | 19 | 16 | 14 |
| Saturday | 20 | 17 | 15 |
| Sunday | 21 | 18 | 16 |
| Monday | 22 | 19 6.30pm Member Training (Chamber) | 17 6.30pm Member Training (Chamber) |
| Tuesday | 23 | 20 6.30pm Standards (Chamber) | 18 |
| Wednesday | 24 | 21 | 19 |
| Thursday | 25 | 22 | 20 |
| Friday | 26 | 23 Rossendale Forum Annual Conference (venue tbc) | 21 |
| Saturday | 27 | 24 | 22 |
| Sunday | 28 | 25 | 23 |
| Monday | 29 Bank Holiday | 26 6.30pm Performance O&S 1/4 Report (Chamber) | 24 6.30pm Performance O&S (Chamber) |
| Tuesday | 30 6.30pm Licensing (Chamber) | 27 | 25 |
| Wednesday | 31 6.30pm Cabinet (Chamber) | 28 6.30pm Council (Chamber) | 26 6.30pm Cabinet (Chamber) |
| Thursday | | 29 | 27 |
| Friday | | 30 | 28 |
| Saturday | | | 29 |
| Sunday | | | 30 |
| Monday | | | 31 6.30pm Policy O&S (Chamber) |

Committee Schedule 2011/12

| | November 2011 | December 2011 | January 2012 |
|-----------|---|---|---|
| Monday | | | |
| Tuesday | 1 | | |
| Wednesday | 2 | | |
| Thursday | 3 | 1 1.30pm, GWG (Chamber) | |
| Friday | 4 | 2 | |
| Saturday | 5 | 3 | |
| Sunday | 6 | 4 | 1 |
| Monday | 7 | 5 6.30pm O&S Management (Chamber) | 2 Bank Holiday |
| Tuesday | 8 6.00 Haslingden Neighbourhood Forum (venue TBA) | 6 | 3 |
| Wednesday | 9 5.15pm, Cabinet Agenda Setting, (Chamber) | 7 | 4 |
| Thursday | 10 | 8 3.30pm, Civic Matters WG (Chamber) | 5 |
| Friday | 11 | 9 | 6 |
| Saturday | 12 | 10 | 7 |
| Sunday | 13 Remembrance Sunday | 11 | 8 |
| Monday | 14 | 12 6.30pm Audit & Accounts (Chamber) | 9 6.30pm Member Training (Chamber) |
| Tuesday | 15 6.30pm Development Control (Chamber) | 13 6.30pm Development Control (Chamber) | 10 |
| Wednesday | 16 6.00 Rawtenstall Neighbourhood Forum / Joint Forum meeting (venue TBA) | 14 6.30pm Council (Chamber) | 11 |
| Thursday | 17 6.00 Bacup Neighbourhood Forum Meeting (venue TBA) | 15 | 12 6.30 Bacup Neighbourhood Plan (venue TBA) |
| Friday | 18 | 16 | 13 |
| Saturday | 19 | 17 | 14 |
| Sunday | 20 | 18 | 15 |
| Monday | 21 6.30pm Member Training (Chamber) | 19 | 16 6.30pm Policy O&S (Chamber) |
| Tuesday | 22 6.30pm Licensing (Chamber) | 20 | 17 6.30 Haslingden Neighbourhood Plan (venue TBA) |
| Wednesday | 23 | 21 | 18 6.30 Rawtenstall Neighbourhood Plan (venue TBA) |
| Thursday | 24 6.00 Whitworth Neighbourhood Forum Meeting (venue TBA) | 22 | 19 3.30pm, MDWG (Chamber) |
| Friday | 25 | 23 | 20 |
| Saturday | 26 | 24 | 21 |
| Sunday | 27 | 25 | 22 |
| Monday | 28 6.30pm Performance O&S 1/4 Report (Chamber) | 26 Bank Holiday | 23 |
| Tuesday | 29 6.30pm Standards (Chamber) | 27 Bank Holiday | 24 6.30pm Development Control (Chamber) |
| Wednesday | 30 6.30pm Cabinet (Chamber) | 28 | 25 5.15pm, Cabinet Agenda Setting (Budget), Chamber |
| Thursday | | 29 | 26 6.30 Whitworth Neighbourhood Plan (venue TBA) |
| Friday | | 30 | 27 |
| Saturday | | 31 Saturday | 28 |
| Sunday | | | 29 |
| Monday | | | 30 6.30pm Performance O&S (Chamber) |
| Tuesday | | | 31 5.00pm Rossendale Forum Meeting (Chamber) |

Committee Schedule 2011/12

| | February 2012 | March 2012 | April 2012 | May 2012 |
|-----------|--|--|---|--|
| Tuesday | | | | 1 |
| Wednesday | 1 | | | 2 |
| Thursday | 2 | 1 | | 3 ELECTION |
| Friday | 3 | 2 | | 4 |
| Saturday | 4 | 3 | | 5 |
| Sunday | 5 | 4 | 1 | 6 |
| Monday | 6 6.30pm O&S Management (Budget) Chamber | 5 | 2 | 7 Bank Holiday |
| Tuesday | 7 | 6 6.30pm Standards (Chamber) | 3 | 8 |
| Wednesday | 8 5.15pm, Cabinet Agenda Setting (Chamber) | 7 6.30pm Cabinet (Chamber) | 4 | 9 |
| Thursday | 9 | 8 3.30pm, MDWG (Chamber) | 5 | 10 |
| Friday | 10 | 9 | 6 Bank Holiday | 11 |
| Saturday | 11 | 10 | 7 | 12 |
| Sunday | 12 | 11 | 8 | 13 |
| Monday | 13 6.30pm Member Training (Chamber) | 12 6.30pm Audit & Accounts (Chamber) | 9 Bank Holiday | 14 |
| Tuesday | 14 | 13 | 10 | 15 |
| Wednesday | 15 6.30pm Cabinet (Budget) Chamber | 14 | 11 | 16 |
| Thursday | 16 | 15 6.30 Bacup Neighbourhood Plan (venue TBA) | 12 | 17 |
| Friday | 17 | 16 | 13 | 18 |
| Saturday | 18 | 17 | 14 | 19 |
| Sunday | 19 | 18 | 15 | 20 |
| Monday | 20 6.30pm Policy O&S (Chamber) | 19 6.30pm Performance O&S (Chamber) | 16 | 21 5.00pm Rossendale Forum Meeting (Chamber) |
| Tuesday | 21 6.30pm Development Control (Chamber) | 20 6.30pm Development Control (Chamber) | 17 6.30pm Development Control (Chamber) | 22 |
| Wednesday | 22 1.30pm, GWG (Chamber) | 21 6.30pm Council (Chamber) | 18 | 23 |
| Thursday | 23 | 22 6.30 Whitworth Neighbourhood Plan (venue TBA) | 19 | 24 |
| Friday | 24 | 23 | 20 | 25 |
| Saturday | 25 | 24 | 21 | 26 |
| Sunday | 26 | 25 | 22 | 27 |
| Monday | 27 6.30pm Performance O&S 1/4 Report (Chamber) | 26 6.30pm Member Training (Chamber) | 23 | 28 |
| Tuesday | 28 6.30pm Licensing (Chamber) | 27 6.30 Haslingden Neighbourhood Plan (venue TBA) | 24 | 29 |
| Wednesday | 29 6.30pm Council (Budget) (Chamber) | 28 6.30 Rawtenstall Neighbourhood Plan (venue TBA) | 25 | 30 |
| Thursday | | 29 | 26 | 31 |
| Friday | | 30 | 27 | |
| Saturday | | 31 | 28 | |
| Sunday | | | 29 | |
| Monday | | | 30 | |
| Tuesday | | | | |