

**REPORT TO THE ANNUAL COUNCIL MEETING (part I)
OF 17 MAY 2011**

Status: Decision
Title: Draft Rota of Meetings, May 2011 – May 2012
Originator: Beth Murgatroyd, Principal Democratic Services Officer
Where from: Management Board
Where to next: Implementation

1 Purpose Report

- 1.1 To consider the Draft Rota of Meetings for the Council year May 2011 –May 2012 as attached at Appendix A.

2 Recommendations:

- 2.1 that the Draft Rota of Meetings, May 2011 –May 2012 be adopted and implemented.
- 2.2 that the agreed start time for all meetings, unless otherwise stated, is 6.30pm.

3 Summary of Reasons for the Recommendations

- 3.1 Procedure Rule 1.1(j) of Part 4 of the Council Constitution dictates that “The annual meeting will approve a programme of ordinary meetings of the Council for the year”.
- 3.2 Adopting a rota of meetings for the forthcoming Council year will facilitate Council business, enabling Members and officers to plan work efficiently.

4 Impact on Communities

- 4.1 The accessibility and publication of an advanced notice of the rota of meetings for the respective functions of the Council aids the development of open, transparent government, as well as giving increased opportunity for public involvement and participation in the democratic process.

5 Key Facts

5.1 The recess break in August, and the usual break from mid-December to mid-January have been observed.

5.2 Two dates have been reserved towards the end of February 2011 for full Council meetings, for the purposes of setting the Council Tax. This date will formally be finalised once it is known when Leicestershire County Council will be agreeing its budget.

It is also suggested that meetings continue to start at 6.30pm unless agreed otherwise.

6 Legal Issues

6.1 Procedure Rule 1.1(j) of Part 4 of the Council Constitution dictates that “The annual meeting will approve a programme of ordinary meetings of the Council for the year”.

7 Resource Issues

7.1 The Rota of Meetings is designed to facilitate and encourage efficient government working. It will reflect the working needs of the Council, and facilitate efficient and appropriate use of resources.

7.2 Further resource implications will be directly addressed in accordance with each respective meeting.

8 Equality Implications

8.1 None in the context of this report.

9 Impact on the Organisation

9.1 The accessibility and publication of an advanced notice of the rota of meetings for the respective functions of the Council aids the development of open, transparent government, as well as giving increased opportunity for public involvement and participation in the democratic process.

10 Community Safety Implications

10.1 None in the context of this report.

11 Consultation

11.1 Key officers including first and second tier officers, have been consulted on the Draft Rota to ensure it meets legislative requirements.

11.2 Where applicable, comments and amendments have been incorporated in the attached Draft Rota.

12 Options Considered

12.1 Not applicable.

13 Background Papers

Not applicable

Previous report(s):

Information Issued Under Sensitive Issue Procedure: Not applicable

Ward Members Notified: Not applicable