

## AGENDA MANAGEMENT SHEET

<b>Name of Committee</b>	<b>Cabinet</b>
<b>Date of Committee</b>	<b>21 July 2005</b>
<b>Report Title</b>	<b>Programme of Meetings</b>
<b>Summary</b>	The enclosed report seeks approval to a programme of meetings for 2006/07.
<b>For further information please contact:</b>	Janet Purcell Member Services Manager Tel: 01926 412320 janetpurcell@warwickshire.gov.uk
<b>Would the recommended decision be contrary to the Budget and Policy Framework?</b>	No.
<b>Background papers</b>	None

### CONSULTATION ALREADY UNDERTAKEN:-

Details to be specified

Other Committees	<input type="checkbox"/> .....
Local Member(s)	<input checked="" type="checkbox"/> not appropriate
Other Elected Members	<input checked="" type="checkbox"/> Group Leaders and Deputies, Chairs of Committees.....
Cabinet Member	<input type="checkbox"/> .....
Chief Executive	<input type="checkbox"/> .....
Legal	<input checked="" type="checkbox"/> David Carter.....
Finance	<input type="checkbox"/> .....
Other Chief Officers	<input checked="" type="checkbox"/> All chief officers .....
District Councils	<input type="checkbox"/> .....
Health	<input type="checkbox"/> .....
Police	<input type="checkbox"/> .....
Other Bodies/Individuals	<input type="checkbox"/> .....

**FINAL DECISION YES**

**SUGGESTED NEXT STEPS:**

Details to be specified

- |  |                          |       |
|--|--------------------------|-------|
| Further consideration by<br>this Committee | <input type="checkbox"/> | ..... |
| To Council                                 | <input type="checkbox"/> | ..... |
| To Cabinet                                 | <input type="checkbox"/> | ..... |
| To an O & S Committee                      | <input type="checkbox"/> | ..... |
| To an Area Committee                       | <input type="checkbox"/> | ..... |
| Further Consultation                       | <input type="checkbox"/> | ..... |

## **Agenda No**

**Cabinet - 21 July 2005.**

### **Programme of Meetings**

#### **Report of the County Solicitor and Assistant Chief Executive**

##### **Recommendations**

- (1) That the programme of meetings for 2006/07 (Appendix A) be agreed.
- (2) That the current programme of meetings for 2005/06 (Appendix B) be amended/endorsed.
- (3) That additional member seminars be scheduled for times/days, as described in the report.

### **1.0 Introduction**

A draft programme of meetings is enclosed at Appendix A for consideration. This follows a similar pattern to previous years but some changes have been made to this pattern as described below. The current programme for 2005/06 is enclosed as Appendix B for reference and to provide an opportunity to make any changes considered appropriate.

### **2.0 Programme of formal meetings for 2006/07**

The programme of meetings for 2006/07 is shown as Appendix A and the following criteria have been applied:

- Avoidance of bank holidays & school holidays.
- Avoidance of Mondays and Fridays
- Avoidance of LGA main Conferences. (Party conferences are not confirmed but are assumed to follow the same pattern as this year).
- Keeping to the same day and time of the week for a particular committee.

New diary pages will be produced for distribution with the rest of the handbook inserts at the end of August.

### **3.0 Member Seminars and Cabinet Briefings**

The slots for Cabinet Briefings have been increasingly used for all-Member seminars, rather than just for Cabinet Members. To avoid confusion, it is suggested that the Cabinet Briefing slots be removed from the programme but that the Cabinet and shadow Cabinet/Opposition Groups be provided with briefings from officers as and when they see fit.

It is proposed that the current pattern of Thursday afternoon seminars remain. These slots are soon filled to capacity and it is further suggested that other days and times be used/identified as follows:

- Use some afternoons of Council for seminars on significant/complex issues
- Use time before some Council meetings for briefings that only require up to an hour (putting Council back half an hour).
- Identify days of the week when sessions could be held either early morning or twilight. (To be in accordance with Members' preferences as far as it possible).

It is hoped that this approach will allow a more efficient use of Member's time and accommodate Members who find Thursday slots inconvenient.

DAVID CARTER  
County Solicitor and Assistant  
Chief Executive

Shire Hall  
Warwick

July 2004

Programme of meetings 2006/2007

APPENDIX A

Meeting	Day	Time	2006									2007		
			April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Council	Tuesday	10am		9	27- 2.15pm	18		19	31		12		9 20	20
Cabinet	Thursday	1.45pm	6	4 25	15 27am	13		7	12	2 23	7	11	1 22	8 29
Leaders Liaison Group	Thursday	9.30am	27	11	8 29	27		21		9 30	14	18	8	1
Seminars	Thursday	2.00pm	27	11	8 29	27		21		9 30		18	8	1
Corporate Services O & S	Tuesday	10am	25		6	25		12		14		9	27	
<b>Community Safety O&amp;S</b>	Tuesday	2.15pm		2	13	25		5		7		16		6
Economic Development O&S	Tuesday	2.15pm		16		11		12		14	19	30		27
<b>Environment O &amp; S</b>	Thursday	10am	27		8	27		14		9		18		1
Health O & S	Wednesday	10am		10		19		6	18	29		24		28
<b>Children and Young People O&amp;S</b>	Thursday	10am		18		20		14	19		14		8	22
<b>Adult and Community Services</b>	Wednesday	10am	5	17		12		20		8		10		14
O and S Co-ordinating Group	Wednesday	2pm		3		12		13		15		17		7
Regulatory	Tuesday	10am		2	13	11		5	17	21		23		13
Standards	Wednesday	10am		3		26			11			31		
North Warwickshire Area	Wednesday	6pm		10		26		13		29		24		21
Nuneaton & Bedworth Area	Wednesday	6pm		24		26		20		29		31		21
Rugby Area	Thursday	6.30pm		4		13		21		23		25		22
Stratford on Avon Area	Wednesday	4.30pm		24		26		20		22		24		21
Warwick Area	Tuesday	6pm		16		11		12		21		23		13
School Organisation														
Pension Fund Investment Board	Monday	10am		22		31				13			26	
Police Authority				24	28									
Admissions Forum														

**SCHOOL TERM AND HOLIDAY DATES 2006/2007**

**ALL DATES ARE INCLUSIVE**

**SUMMER TERM 2006**

Term Starts	Monday 24 April
May Bank Holiday	Monday 1 May
Half Term	Monday 29 May – Friday 2 June
Term Ends	Friday 21 July

**AUTUMN TERM 2006**

<i>Teacher Day</i>	<i>Friday 1 September</i>
Term Starts	Monday 4 September
Half Term	Monday 23 October – Friday 27 October
Term Ends	Tuesday 22 December

**SPRING TERM 2007**

<i>Teacher Day</i>	Monday 8 January
Term Starts	Tuesday 9 January
Half Term	Monday 12 February – Friday 16 February
Term Ends	Friday 30 March

Programme of meetings for remainder of year 2005/06

APPENDIX B

MEETINGS	2005									2006		
				July	August	Sept	Oct	Nov	Dec	Jan	Feb	March
Council 10.00 am				21 $\phi$ 2.15		20		1	13		7 21*	14
Cabinet 1.45 pm				21+ 10.00		8	6 20	17	8	12	2 23	9
Leaders Liaison Group 9.30 am				14		15	13	10	1	19	9	2 23
Cabinet Briefing 11.00 am	<i>To be taken out of programme and arranged for Cabinet/groups as needed</i>			14		15	13	10	1	19	9	2 23
Seminars 2.00 pm				14		15	13	10	1	19	9	2 23
Corporate Services O & S 10.00 am				19		13	18	29		17	28	
<b>Community Safety O&amp;S</b>	Formerly dates for Crime & Safety O & S			19-2.15		13-2.15	25- 10.00		15-2.15	10-2.15	28- 2.15	
<b>Economic Development O&amp;S</b> 2.15 pm	Formerly dates for Employment & Inclusion O & S			26- 10.00		6	18	29		26-2.15		16
<b>Environment O &amp; S</b> 2.15 pm	Formerly dates for Environment and Rural Affairs O&S			28- 10.00		27		8	6	17		7-10.00
Health O & S 10.00 am				27		28		9		18		22
<b>Children and young People O&amp;S</b> 10.00 am	Formerly dates for Learning O&S			20-2.15		22		3	15	26		21
<b>Adult and Community Services</b> 10.00 am	Formerly dates for Social Care and Welfare O & S			26-2.15		6	11	22		10	16	
O and S Co-ordinating Group 2.15 pm						22		15		24		7
Regulatory 10.00 am				7		27		15	22		2	16
Standards 10.00 am						30*			20	31*- 2.15		
North Warwickshire Area 6.00 pm				20		14		16			1	22
Nuneaton & Bedworth Area 6.00 pm				27		28		30		25		29
Rugby Area 6.30 pm				28		14		9		11		8
Stratford on Avon Area 4.30 pm				27		21		23		18		15
Warwick Area 6.00 pm				26		13		22		24		21
School Organisation 6.45 pm						29					16	
Pension Fund Investment Board 10 am					1			14				
Police Authority 10.00am				27		7			14		22	
Admissions Forum				6		21			14			

\* changed dates at 25/05/05

+ Cabinet timetabled to consider accounts

$\phi$  Council timetabled to approve accounts





## **SCHOOL TERM AND HOLIDAY DATES 2005/2006**

### **ALL DATES ARE INCLUSIVE**

#### **SUMMER TERM 2005**

Term Starts	Monday 11 April
May Bank Holiday	Monday 2 May
Half Term	Monday 30 May – Friday 3 June
Term Ends	Friday 22 July

#### **AUTUMN TERM 2005**

<i>Teacher Day</i>	<i>Friday 2 September</i>
Term Starts	Monday 5 September
Half Term	Monday 24 October – Friday 28 October
Term Ends	Tuesday 20 December

#### **SPRING TERM 2006**

<i>Teacher Day</i>	Wednesday 4 January
Term Starts	Thursday 5 January
Half Term	Monday 13 February – Friday 17 February
Term Ends	Friday April 7