

**Body:** Council  
**Date:** 16<sup>th</sup> November 2011  
**Subject:** Calendar of Meetings 2012/13  
**Report of:** Local Democracy Manager

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**Ward(s):** All  
**Purpose:** To propose the calendar of meetings for 2012/13.  
**Contacts:** David Robinson, Local Democracy Manager  
Tel. (01323) 415022 or internally on extension 5022.  
Katie Armstrong, Scrutiny Co-ordinator  
Tel. (01323) 415023 or internally on extension 5023.  
**Recommendations:** **That the calendar for 2012/13, as shown in the appendix to this report, be approved (subject to confirmation at the council's annual meeting next year).**

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## **1.0 Introduction**

1.1 It is usual at this time of the year to approve the council's calendar of meetings for the council year commencing the following May.

## **2.0 Calendar for 2012/13**

2.1 A draft calendar is appended to this report. The calendar of meetings follows the pattern of previous years with a similar frequency of meetings. Proposed changes as compared with the 2011/12 calendar are highlighted below.

### **2.2 Annual Council**

2.2.1 As there are no borough council elections in 2012 the date scheduled for the annual meeting is the same as for the spring ordinary meeting with the latter being held after the annual meeting on the same evening.

2.2.2 The legal requirements for holding annual meetings are set out in Schedule 12 of the Local Government Act 1972. In years when no ordinary elections are held a date may be fixed on any day in March, April or May. In an election year, the annual meeting must be on the 8<sup>th</sup> day after the day of retirement of councillors or such other day within the 21 days immediately following the day of retirement as the council may fix (the day of retirement is the 4<sup>th</sup> day after the day of election). The council may set a time of their own choosing (or if no time is fixed the meeting is to be held at noon).

### **2.3 Cabinet**

2.3.1 An extra meeting for the purposes of considering the annual statement of

accounts is no longer a necessity. The Account and Audit Regulations were recently amended and the requirement for members to approve the statement before the end of June removed. This means that the statement can be submitted to the ordinary scheduled meeting in July. The statement will, however, still be presented to the audit committee before 30<sup>th</sup> June 2011.

2.3.2 A special meeting has also been scheduled for the award of the proposed joint waste collection contract (on Friday 7<sup>th</sup> September 2012). This will start at 4pm. This is one of a series of meetings being arranged across East Sussex. On Friday morning Lewes District Council's cabinet will hold a meeting, with Hastings and Rother council's cabinets due to hold their meetings the following Monday.

2.3.3 The date of the March 2013 cabinet meeting has been brought forward by one week to 20<sup>th</sup> March. This will ensure that the meeting is held and any associated press releases are issued before the date on which notice of election is published (26<sup>th</sup> March) for the East Sussex County Council elections due to be held on 2<sup>nd</sup> May 2013. This would be desirable given the likelihood that some borough councillors may also be standing for election to the county council.

## **2.4 Standards and audit committees**

2.4.1 Dates are scheduled for both these committees, however members will be aware of the proposed legislation that will abolish both the Standards Board for England and the Audit Commission. Many of the associated regulatory arrangements for standards will be abolished and it is anticipated that any remaining requirements will be much simplified. These changes may therefore present an opportunity for the council to further streamline its committee structure by merging these committees into a single committee with governance responsibilities. This may also provide an opportunity to review the number and roles of the independent members. A report will be brought before members in due course.

## **3.0 Consultation**

3.1 Group leaders, the chairs of planning and scrutiny committees and senior managers received a draft timetable for their information and comment.

## **4.0 Implications**

4.1 There are no relevant implications to report in respect of this matter.

**David Robinson**  
**Local Democracy Manager**

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### **Background Papers:**

None.

(der\P:council\11.11.16\calendar of meetings)

# Calendar of Meetings April 2012 - May 2013

**EASTBOURNE**  
Borough Council



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MEETING:-	TIME	2012									2013				
		APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
ANNUAL COUNCIL	6pm		9												8
COUNCIL ( <i>*motions deadline 11am</i> )	6pm	(*27)	9		18 (*9)		19 (*10)		21 (*12)			20 (*11)		(*26)	8
CABINET	6pm		30		11		5/7	24		12		6	20		29
Joint Staff Committee	2.30pm			27			5		28				6		
Grants Task Group	2.30pm										10				
SCRUTINY COMMITTEE	6pm	16			2		3			10		4		15	
PLANNING COMMITTEE	6pm	17	22	12	10	7	4	2/30	27		8	5	5/26	16	21
Conservation Area Advisory	6pm	3	17		17	28		9	20		8	19		2	14
AUDIT COMMITTEE	6pm			27			26			5			13		
LICENSING COMMITTEES	6pm				16			8			14		18		
STANDARDS COMMITTEE	6pm	10			9			15			21			9	
<b>Elections</b>										<b>15</b> Police					<b>2</b> County

## Notes:

**Council May 2012 and May 2013** - Ordinary council will follow-on from annual council (with a short interval in-between).

**Cabinet 7 September** – Special meeting (joint waste contract) 4pm start time

***Draft for consideration by full Council on 16 November 2011 (also subject to final confirmation at the annual meeting of the council on 9 May 2012).***