

COMMITTEE TIMETABLE 2014 / 2015

APPENDIX 1

Committee	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	
COUNTY COUNCIL 10 a.m.	13 Annual Meeting	10	8	<b>SUMMER RECESS</b>	9	7	4	9		3 24		14	12 Annual Meeting	
COUNCIL BRIEFING 2 p.m.		23	14 Budget		22	20 Budget	17	22 Budget	19			16		
CABINET 10 a.m.	27	24	29		2 30	28	25	16	13	17	24	28	26	
CABINET BRIEFING 2p.m.	12	2	7			6	3	8	5	2	2	13	11	
PLANNING 9.30 a.m.	14	18	30		10	15	12	10	21	18	18	15	13	
PERFORMANCE SCRUTINY 9.30 a.m.	1	12	17			2	20		15	26		16		
COMMUNITIES SCRUTINY 9.30 a.m.	15	26			11	23		4	29		12	23		
PARTNERSHIPS SCRUTINY 9.30 a.m.		5	10		25		6	18		5	19	30		
CORPORATE GOVERNANCE 9.30 a.m.	21		2		3 29		5	17	28		25			20
LICENSING 9.30 a.m.		11			24			3			4			
LJCC 2.p.m.		4			17					14			22	

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SACRE 10 a.m.		16				22				13				
STANDARDS 10 a.m.	9		18				17			23		6		22
DEMOCRATIC SERVICES COMMITTEE 10 a.m.		20										13		
CORPORATE HEALTH, S & W 10 a.m.	2				1		31			30				1

## **Timetabling Information**

### **Council**

Monthly meetings have been scheduled to follow the Annual Meeting on the 13 May 2014. No meeting has been scheduled for January on the basis that (a) preparations for meetings in early January are affected by the Christmas and new year holidays, and (b) Cabinet in January needs to meet to make recommendations to Council on the following year's budget,

There are 2 Council meetings scheduled for the start and the end of February, particularly to agree the Council's budget and then to set the level of council tax. The end of February meeting will also conduct any business that would have been considered by a March meeting.

### **Cabinet**

Dates for Cabinet meetings have been moved towards the end of a month where possible. The reason for this is that Cabinet considers an important budget monitoring report at each meeting, which covers the previous month. Collection of the budget information, report preparation, and publication can result in these reports being 'late'. Holding the Cabinet meetings at the end of a month will allow these reports to be circulated on time. As a consequence, some Cabinet meetings do fall during school holidays.

There are two meetings scheduled for September as a result of the August recess.

Mid-month meetings will be held in:

- December - a meeting the following week would fall on the 23 December and the close proximity to the holiday period may not be felt to be ideal;
- January - Cabinet needs to meet early enough to make recommendations on the budget to Council at the beginning of February, with Council's agenda being published at the beginning of the last week in January
- February – Affected by the position of Council meetings at the beginning of the month (to agree the budget) and at the end of the month (to set Council Tax levels).

### Scrutiny Committees

The 3 scrutiny committees have 5 co-opted voting members whenever they discuss education matters. For this reason none of their meetings have been scheduled during school holidays. Each committee has 8 meetings scheduled for the year (additional special meetings can be called if required).

The Scrutiny Co-ordinator has reviewed and agreed the draft timetable.

### Planning Committee

Planning officers have identified the proposed schedule for Planning Committee meetings which is designed to ensure that the committee meetings and associated post-committee work (issuing decision certificated, etc.) are complementary.

### Corporate Governance Committee

The Corporate Governance Committee is also the Council's Audit Committee and the proposed schedule takes into account when the committee will be required to consider treasury management performance and the statement of accounts.

### Standards Committee

In line with the 2013/14 timetable there are 5 meetings scheduled to reflect the workload experienced over recent years. However, if the workload indicates that other meetings are required, these will be arranged accordingly.

### Licensing Committee

Four Wednesday meetings have been scheduled in accordance with existing timetabling arrangements. Licensing sub-committee meetings are arranged when required.

### Corporate Health, Safety and Welfare Committee

Meetings of the CHSW Committee have been scheduled for approximately 1 month after the end of the previous quarter to allow the committee to review quarterly health

and safety reports. The Committee meets on a Friday, and one meeting will be held on Friday 1 August. This is the only meeting scheduled during the August recess.

#### Local Joint Consultative Committee (LJCC)

4 quarterly meetings have been scheduled on Wednesday afternoons.

#### Standing Advisory Council for Religious Education (SACRE)

The membership of this statutory committee includes representatives from Denbighshire County Council, religious denominations and teacher associations. As with the current year, the new schedule proposes to hold their 3 termly meetings on different days of the week (a Monday, Wednesday and Friday) to lessen the impact on teacher representatives caused by taking time out of school on the same week-day for each meeting.

#### Democratic Services Committee

This committee must meet at least once every calendar year and is able to review the level of support for democratic services, committees and associated matters. Two Friday meetings have been scheduled at the beginning of the municipal year (20 June) and on the 13 March. Extra meetings can be added if necessary.

#### Council Briefing

Afternoon sessions of this informal gathering of Council for general topics have been proposed for June, September, November, January and March to accommodate issues of interest to members that do not require a formal decision from full Council.

Three budget workshops have also been included in the Council Briefing schedule in July, October and December to support members' involvement in developing the draft budget for the following year.

#### Cabinet Briefing

This is an informal but important meeting for Cabinet members and meetings are proposed for the first Monday of a month where possible. This is expected to complement the cycle of Cabinet meetings which will usually be at the end of the month. Please note that a meeting has not been scheduled for September (there are Cabinet meetings at the beginning and the end of the month).