1 PURPOSE

1.1 To request Committee’s consideration of the proposed meeting cycle for committees for the municipal year 2013/14.

1.2 Relevance to the Council’s ambitions and priorities:

One of the Council’s stated aims is to be a well run Council. Meetings of the Councils and its committees are arranged to be as accessible as possible in order to enhance the transparency of the Council’s work.

2 BACKGROUND

2.1 The meeting cycle is drawn up at this time of year for the forthcoming municipal year.

2.2 It is subject to final approval at the Annual meeting on 14 May 2013.

2.3 Some meeting dates have to fit into other timetables, eg approval of the Statement of Accounts, setting the Council Tax.

3 ISSUES

3.1 The draft meeting cycle at Appendix A is similar to the cycle for 2012/13 (dates around Easter have moved)

3.2 Consideration has been given to various issues that have resulted in

- the ‘summer’ cycle being condensed as far as possible into July;

- an additional Planning & Development committee being added on 6 June for consideration of the Core Strategy;

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources – the estimated costs of administering the committee arrangements is included in the approved budget for 2013/14.

- Technical, Environmental and Legal – None arising as a direct result of this report.
• Political – None arising as a direct result of this report.
• Reputation – None arising as a direct result of this report.
• Equality & Diversity – None arising as a direct result of this report.

5  RECOMMENDED THAT COMMITTEE

5.1 Consider the draft meeting cycle at Appendix A for ratification at the Annual Meeting on 14 May 2013.

ADMINISTRATION OFFICER                         CHIEF EXECUTIVE

BACKGROUND PAPERS

Meeting Cycle 2012/13

For further information please ask for Olwen Heap, extension 4408

REF: OMH/P&F260313
<table>
<thead>
<tr>
<th>MEETINGS</th>
<th>Day</th>
<th>TIME</th>
<th>1ST CYCLE 2013</th>
<th>2ND CYCLE 2013</th>
<th>3RD CYCLE 2013</th>
<th>4TH CYCLE 2013</th>
<th>5TH CYCLE 2014</th>
<th>6TH CYCLE 2014</th>
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<tbody>
<tr>
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<td>21 May</td>
<td>16 July</td>
<td>17 Sept</td>
<td>5 Nov</td>
<td>14 Jan</td>
<td>11 March</td>
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<td>23 May</td>
<td>18 July</td>
<td>19 Sept</td>
<td>7 Nov</td>
<td>16 Jan</td>
<td>13 March</td>
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<td>5 June</td>
<td>2 Oct</td>
<td>13 Nov</td>
<td>22 Jan</td>
<td>20 March</td>
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<td>30 May</td>
<td>25 July</td>
<td>3 Oct</td>
<td>14 Nov</td>
<td>23 Jan</td>
<td>20 March</td>
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<td>11 June</td>
<td>30 July</td>
<td>8 Oct</td>
<td>19 Nov</td>
<td>28 Jan/11 Feb</td>
<td>25 March</td>
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<td>10 Oct</td>
<td>21 Nov</td>
<td>30 Jan</td>
<td>27 March</td>
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<td>24 Sept</td>
<td>26 Nov</td>
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<td>18 March</td>
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<tr>
<td>Planning &amp; Development</td>
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<td>6 + 13 June</td>
<td>15 Aug</td>
<td>17 Oct</td>
<td>12 Dec</td>
<td>13 Feb</td>
<td>10 April</td>
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<td>17 Oct</td>
<td>27 Nov</td>
<td>2 April</td>
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<td>3 Sept</td>
<td>29 Oct</td>
<td>17 Dec</td>
<td>4 Mar</td>
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2013
- Offices Closed
- Spring Bank: 27 May 2013
- August Bank: 26 August 2013
- Christmas: 25 - 31 December 2013

2014
- Offices Closed
- New Year: 1 January 2014
- Good Friday: 18 April 2014
- Easter Monday: 21 April 2014
- May Day: 5 May 2014

Annual Council: 14 May 2013

SUBJECT TO FINAL APPROVAL AT THE ANNUAL MEETING ON 14 MAY 2013