

MAIDSTONE BOROUGH COUNCIL

CABINET

22 DECEMBER 2010

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

Report prepared by Janet Barnes

1. CABINET MEETING DATES – 2011/12

1.1 Issue for Decision

1.1.1 To determine the dates for the Cabinet meetings for the municipal year 2011/12.

1.2 Recommendation of the Head of Democratic Services

1.2.1 That the dates for the Cabinet meetings in the municipal year 2011/12, as set out below, be approved.

18 May 2011
8 June 2011
13 July 2011
10 August 2011
14 September 2011
12 October 2011
9 November 2011
21 December 2011
11 January 2012
8 February 2012
14 March 2012
11 April 2012

1.2.2 That Cabinet meetings continue to be held on the second Wednesday of every month at 6.30 pm, with the exception of the first meeting of the municipal year and the December meeting.

1.3 Reasons for Recommendation

1.3.1 The above dates for the Cabinet meetings follow the existing pattern of meetings on the second Wednesday in every month.

1.3.2 There are two slight adjustments to the existing pattern:-

- In previous years the first meeting of the municipal year has been held at 4.00 pm on the day after the Annual Meeting. However, last year the Cabinet Meeting was expected to be long due to the number of reports and would, therefore, clash with Planning Committee which was due to commence at 6.00 pm. It is therefore recommended that, to avoid any possible future clash, the first Cabinet Meeting is held at 6.30 pm on the same day as the Annual Meeting.
- The December meeting is on the third Wednesday (21 December 2011) to ensure the required financial information for the budget report is available.

1.4 Alternative Action and why not Recommended

1.4.1 It is for the Cabinet to determine their own dates and times for their meetings.

1.5 Impact on Corporate Objectives

1.5.1 None

1.6 Risk Management

1.6.1 None

1.7 Other Implications

1.7.1

1. Financial
2. Staffing
3. Legal
4. Equality Impact Needs Assessment
5. Environmental/Sustainable Development
6. Community Safety
7. Human Rights Act
8. Procurement
9. Asset Management

1.8 Relevant Documents

1.8.1 Appendices

None

1.8.2 Background Documents

None

IS THIS A KEY DECISION REPORT?

Yes

No

If yes, when did it first appear in the Forward Plan?

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This is a Key Decision because:

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Wards/Parishes affected:

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