

MAIDSTONE BOROUGH COUNCIL

CABINET

21 DECEMBER 2011

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

Report prepared by Janet Barnes

1. CABINET MEETING DATES – 2012/13

1.1 Issue for Decision

1.1.1 To determine the dates of the Cabinet meetings for the municipal year 2012/13.

1.2 Recommendation of the Head of Democratic Services

1.2.1 That the dates for the Cabinet meetings in the municipal year 2012/13, as set out below, be approved:-

16 May 2012
13 June 2012
11 July 2012
8 August 2012
12 September 2012
10 October 2012
14 November 2012
19 December 2012
9 January 2013
13 February 2013
13 March 2013
10 April 2013

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:-

- It was agreed last year that the first meeting of the Cabinet would be held at 6.30 pm on the day of the Annual Meeting of the Council so as not to clash with Planning Committee.
- The December meeting is on the third Wednesday (19 December 2012) 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 Setting the dates of future Cabinet meetings at this time allows for advanced notice for the public and internal matters to be organised which helps towards our objective of Corporate and Customer excellence.

1.6 Risk Management

1.6.1 There are no risks associated with this report.

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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