

MAIDSTONE BOROUGH COUNCIL

CABINET

19 DECEMBER 2012

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

Report prepared by Janet Barnes

1. CABINET MEETING DATES – MUNICIPAL YEAR 2013-2014

1.1 Issue for Decision

1.1.1 To determine the dates of the Cabinet meetings for the municipal year 2013/14.

1.2 Recommendation of the Head of Democratic Services

1.2.1 That the dates for the Cabinet meetings in the municipal year 2013/14, as set out below, be approved:-

15 May 2013
12 June 2013
10 July 2013
14 August 2013
11 September 2013
9 October 2013
13 November 2013
18 December 2013
15 January 2014
12 February 2014
9 March 2014
9 April 2014

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.

1.2.3 That a further Cabinet meeting be held on 14 May 2014 should the local elections be delayed to coincide with the European election.

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 previously agreed 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 (18 December 2013) to ensure the required financial information for the budget report is available.

1.3.3 The European elections are due to be held in June 2014, but the actual date and whether the local elections will be delayed to coincide with them has not yet been announced by the Secretary of State.

1.3.4 In anticipation of this, it is recommended that an extra meeting of Cabinet be held on 14 May 2014 should the local elections be delayed until June 2014.

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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