

## Report for Resolution

**Report to** Norwich Highways Agency Committee  
26 March 2009

**Report of** Head of Legal and Democratic Services

**Subject** Meeting Schedule 2009/2010

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**Item**  
**18**

### Purpose

To agree the meeting schedule for the 2009/2010 Civic Year bearing in mind the need to cancel the meeting scheduled for 28 May 2009 to avoid the 'purdah' period in the run-up to the Norfolk County Council Local Government Elections on 4 June 2009 and for meetings at the end of May 2010, to allow for Local Government Elections, and both June and September, to review the Committee's accounts.

### Recommendations

That the Committee agrees:-

- (1) to cancel the meeting scheduled for 28 May 2009 because of the Norfolk County Council Local Government elections on 4 June 2009;
- (2) the following schedule of meetings for the Civic Year 2009/2010, all meetings to be at 10.00 a.m.:-

25 June 2009;  
23 July 2009;  
24 September 2009;  
26 November 2009;  
28 January 2010;  
25 March 2010;  
27 May 2010.

### Financial Consequences

There are no direct financial consequences arising from this report.

### Strategic Objective/Service Priorities

The report helps to achieve the corporate objective to provide strong and ambitious leadership to make the City proud of its Council.

### Contact Officers

Jackie Rodger, Senior Committee Officer

01603 212033

### Background Documents

None

# Report

## Introduction

1. On 13 March 2008, the Committee agreed to set a schedule of meetings for 2008/2009 based on meetings held at 10.00 a.m. on the fourth Thursday of the months of May, June (Accounts), July, September, November, January, March and May of each year. This had the advantage of distributing the Committee meetings more evenly throughout the year, and accommodating the requirements for the Committee's accounts and Local Government Elections, following consultation with the County Council.
2. Local Government Elections are held usually on the first Thursday of the month of May and it was recommended that the May meeting of the Committee was held on the fourth Thursday of the month to accommodate this. However because of the European Election, the Norfolk County Council Local Government Election has been moved back to 4 June 2009. It is therefore recommended that the meeting scheduled for 28 May 2009 is cancelled and that the business from that meeting be considered at the June meeting after the accounts have been considered. Officers have been aware of the possibility of this situation and the need to avoid political decisions being made in the 'purdah' period for the County Council members and have timetabled reports accordingly.

## Schedule for 2009/2010

3. The schedule of meetings in 2009/2010 takes into account the accounting regime for Joint Committees which requires a separate set of accounts to be produced for the Committee. The Committee is required to approve its accounts for 2008/09 by 30 June 2009 necessitating a meeting towards the end of June. The external auditor then has to report on the accounts by 30 September 2009 necessitating a meeting at the end of September.
4. The suggested schedule of meetings will not clash with meetings of the City Council as Planning Applications Committees, which also meets regularly on a Thursday morning, will be scheduled around this Committee. The schedule does not a present clash with major Committees of the County Council. However members should note that there is a Norfolk Health Overview Scrutiny Committee on 26 November 2009 and there is a Norfolk Arts Forum on 25 June 2009 and 24 September 2009.