**BURY METRO**

| | | |
|---|---|---|
| *TITLE* | : | **PROPOSED TIMETABLE OF MEETINGS 2003/2004** |
| *TO / ON* | : | **Executive**                **19 March 2003** |
| | | **Council**                **9 April 2003** |
| *BY* | : | **Leader of the Council** |
| *STATUS* | : | **For Publication** |

## 1.0 TYPE OF DECISION

1.1 What type of decision is to be taken:-

| EXECUTIVE DECISION | | | | COUNCIL DECISION |
|---|---|---|---|---|
| Key | | Non Key | | Yes |

1.2 If a key decision, has it been included in the Forward Plan

| Inclusion in Forward Plan | N/A | Date of Plan | |
|---|---|---|---|

## 2.0 SUMMARY

This report contains proposals for the dates of meetings for the 2003/2004 Municipal Year.

## 3.0 OPTIONS AND RECOMMENDED OPTION (with reasons)

| **Option 1** | - | Increase the number of meetings cycles to 5 per year (5 x 7 or 8 week cycles). |
|---|---|---|
| | - | Executive to meet every 3 weeks. |
| | - | Area Boards to meet 1 x per cycle. |
| | - | Scrutiny Panels/Commissions to meet 1 x per cycle. |
| | - | No change to no. of meetings per cycle of Regulatory Committees. |

**Option 2** - No change in the 4 meeting cycles per year (4 x 10 week cycles).
- Executive to meet every 3 weeks.
- Scrutiny Panels/Commissions to continue to meet 2 x per cycle where required.
- Area Boards to meet 5 x per year.
- No change to no. of meetings per cycle of Regulatory Committees.

**Option 3 (Current)** - No change in the 4 meetings cycles per year (4 x 10 week cycles).
- Executive to continue to meet every 2 weeks.
- Scrutiny Panels/Commissions to continue to meet 2 x per cycle where required.
- Area Boards to continue to meet 2 x per cycle.
- No change to no. of meetings per cycle of Regulatory Committees.

**Recommended Option:**

To approve a timetable of meetings for the Council, the Executive, Scrutiny Panels/ Commissions, Regulatory Committees, Area Boards and other bodies for the 2003/2004 Municipal Year based on Option 2.

## 4.0    THIS REPORT HAS THE FOLLOWING IMPLICATIONS

| | |
|---|---|
| **Corporate Aims** | Assisting in the improvement of the quality and availability of Council services. |
| **Policy Framework** | N/A |
| **Statement by Monitoring Officer** | The timetable provides for dates of meetings for bodies included within the New Council Constitution. |
| **Statement by Chief Financial Services Officer** | No direct financial implications. |
| **Human Resource IT/Land and Property Implications** | N/A |

| Wards/Area Boards affected | All | | | |
|---|---|---|---|---|
| Scrutiny Panel's Interest | Resource Scrutiny Panel | | | |
| Consultations | Leaders of the 3 political groups on the Council. | | | |
| Call-in | | | | |
| Briefings | Executive Members/ Chair | Yes | Chief Executive | Yes |

## 5.0   INTRODUCTION

Initial guidance is required to enable the timetable of meetings for 2003/2004 to be prepared.

## 6.0   CURRENT TIMETABLE

6.1   The current timetable is based on the following general principles:-

(i)   4 x ten week cycles of meetings per year

(ii)   No meetings during the summer recess and the Christmas/New Year Period

(iii)   Avoidance where possible, of meetings on religious holidays and for periods of party conferences

(iv)   Avoidance, if at all possible, of the doubling up of meetings on the same evening

6.2   The current timetable reflects the following guidelines:-

(a)   Council to meet on a Wednesday at the end of each cycle.  Plus Annual Council and Budget Council.

(b)   Executive to meet on a Wednesday every 2 weeks

(c)   Scrutiny Commissions/Panels (5) to meet 1 to 2 x per cycle as follows:-

- Healthier and Safer Communities – 2 x per cycle
- Economy, Environment and Transport – 2 x per cycle
- Learning Communities – 2 x per cycle
- Performance Management – 1 x per cycle
- Resource – 2 x per cycle

(d)     Area Boards (6) to meet 2 x per cycle and not to meet in school half terms

(e)     Standards Committee and Audit Sub-Committee to meet 1 x per cycle

(f)     Planning Control Committee to meet 1 x per month

(g)     Labour Group to meet on the Monday prior to the Executive and Council meetings.

(h)     Scrutiny Management Committee and Area Board Chairs Group to meet 1 x per cycle.

(i)     Youth Cabinet to meet 1 x per cycle

(j)     JCC Teachers/JCC Lifelong Learning and JCC Corporate each to meet 1 x per cycle

## 7.0     NUMBER OF MEETINGS

7.1     One of the main objectives of the modernising agenda was to reduce the number of meetings attended by elected Members in order to give them more time to undertake their representational role.

7.2     However, the implementation of the new structures under the modernisation agenda has not led to a reduction in the number of meetings attended by elected members.  Whilst the number of 'Committees' has decreased, the number of meetings of those bodies in accordance with the above general principles and guidelines has increased as indicted below:-

| Type of Meeting | Number of Meetings | | | |
|---|---|---|---|---|
| | Traditional Structure 1998/99 | Pilot Structure 1999/00 | Pilot Structure 2000/01 | New Structure 2001/02 |
| Council | 6 | 6 | 6 | 7 |
| Cabinet/Executive | - | 42 | 43 | 25 |
| Scrutiny Panels + Sub Groups | - | 26 | 36 + 15 | 40 + 24 |
| Area Boards | - | 24 | 30 | 50 |
| Regulatory Committees | 136 | 55 | 63 | 60 |
| Other Member Bodies | 71 | 48 | 66 | 59 |
| **Total** | 213 | 201 | 259 | 265 |

7.3     There has been a 24% increase in the number of meetings resulting largely from the doubling of Scrutiny Commissions/Panels and Area Board meetings, together with the creation of Scrutiny Sub Groups.

7.4     It should also be noted that the number of Education Appeals Panel meetings, although not now involving elected Members but still supported by Democratic Services, have also increased as indicated below:-

| | 1998/99 | 1999/00 | 2000/01 | 2001/02 |
|---|---|---|---|---|
| Education Appeals Panel Meetings | 52 | 67 | 86 | 88 |

## 8.0 MEMBER ROLES

8.1 Whilst the introduction of the new political management arrangements has concentrated actual decision-making with a small number of Executive Members, an Area Board Structure and a series of Scrutiny Commissions/Panels have been developed to act as a link with the citizens of the Borough and to keep a check on the decisions of the Executive.

8.2 In addition to the roles within the new political management structure Members undertake a significant representative role representing the Authority in its relationships with other bodies within their wards and with constituents.

8.3 Partnership arrangements with local stakeholders are actively promoted in order to both lead and engage the community. These include community safety, early years development, single regeneration budget activities as well as the Local Strategic Partnership.

8.4 Other representational roles of Members include:-

- Joint Authority viz
  - Greater Manchester Police Authority
  - Greater Manchester Fire and Civil Defence Authority
  - Greater Manchester Passenger Transport Authority
  - Greater Manchester Waste Disposal Authority

- 21 internal bodies linked to the decision-making structure but not formally part of it, such as Joint Consultative Committee with Teachers and Trade Unions, advisory groups and panels on housing and highways matters.

- Approximately 82 outside bodies ranging from major national and regional bodies to more local bodies and voluntary organisations.

- Boards of Governors of local primary and high schools.

8.5 The role of Members as ward representatives and community leaders is promoted through Area Boards, public meetings and members' political surgeries. All Members hold a ward representative role and carry this share of ward/constituent casebook.

## 9.0 FUTURE CHANGES – LICENSING

9.1 It is likely that the number of meetings of the Licensing and Safety Panel will increase dramatically during 2003/2004 due to the proposal for the transfer of the granting of licences for the sale and supply of alcohol from the Magistrates to Local Authorities contained in the Licensing Bill.

9.2 There will be major resourcing implications for Democratic Services in servicing these meetings, as well as the Licensing Unit and Legal Services. It will also lead to the need for a greater commitment in time for Members of the Panel in attendance at these meetings or a larger Panel from which sub-panels could be drawn. (Detailed provisions are not known at this stage)

## 10.0 OPTIONS

10.1 **Option 1**

10.1.1 Move to a timetable of meetings based on:-

- 5 x 7 or 8 week cycles of meetings per year viz

| Cycles | | Council Meetings |
|---|---|---|
| 1. | Mid May/June/July | Mid July |
| 2. | September/October | End October |
| 3. | November/December | End December<br>(Prior to Xmas) |
| 4. | January/February | End February<br>+ Budget Meeting |
| 5. | March/April | End April<br>+ AGM Mid May |

- Executive to meet every <u>3 weeks </u>and not the current 2 weeks
- Scrutiny Panels/Commissions to meet 1 x cycle but with ad hoc Sub Group meetings as necessary
- Area Boards to meet 1 x per cycle
- JCC's to meet 4 times per year each
- No changes to other meetings or recesses

10.1.2 This would reduce the number of formal meetings from 182 to 141 per year which represents a reduction in the number of meetings of 29%. It in fact brings the number of meetings back to that under the streamlined 'traditional' structure of 1998/1999.

10.1.3 The main pressure for more meetings has in the recent past come from Scrutiny Panels/Commissions and Area Boards and, although this option will reduce the number of meetings from 8 to 5 per year, it is still an increase over the original pilot structure figure of 4 per year (1999/00).

10.2 **Option 2**

10.2.1 No change to the current general principles (i.e. retain quarterly cycle of Meetings etc) or guidelines, except Executive to meet every 3 weeks and to reduce the number of Area Board meetings to one per cycle.

10.2.2 This would however reduce the number of Area Board meetings by 50% and may lead to a proliferation of additional/special meetings. It is, therefore, proposed that 5 meetings each per year would help to prevent the need for additional meetings.

10.2.3 However the number of Scrutiny Panel/Commission Meetings would remain the same.

10.2.4 This would achieve the same objective of reducing the total number of meetings from 182 to 151.

10.3 **Option 3**

10.3.1 No change to the current general principles and guideline and continue with the current level of meetings. The number of meetings would rise in any event due to the extension of functions of the Human Resources and Appeals Panel and this is reflected by the figures in brackets in the table at 7.4 below.

10.4 **Option Figures**

The figures for the number of meetings under the 3 options are set out below:-

| Type of Meeting | Current and Option 3 | Option 1 | Option 2 |
|---|---|---|---|
| Council | 7 | 6 | 6 |
| Executive | 25 | 15 | 15 |
| Scrutiny Panels/ Commissions | 40 | 25 | 40 |
| Area Boards | 48 | 30 | 30 |
| Regulatory Committees | 60 (65) (Note 1) | 65 | 65 |
| **Total** | 180 (187) | 141 | 156 |

Notes:  1.  Increase in meetings to reflect extension in functions of Human Resource and Appeals Panel.

## 11.0   CONCLUSIONS

11.1   Clearly the objective of reducing the number of meetings attended by Members has not been achieved and therefore Members do not have more time to spend on their representational role.

11.2   The vast majority of meetings are held during the evening and, as the number of meetings has increased, it has been necessary to 'double up' some meetings on the same evening. Inevitably this has also led to an increasing number of clashes with meetings of outside bodies and Governing Bodies of Schools.

11.3   It is proposed that Option 2 be adopted in accordance with the following  appendices which are appended to the report:-

Appendix 1  -   Proposed Matrix for meetings 2003/2004.
Appendix 2  -   Proposed Timetable of meetings 2003/2004.
Appendix 3  -   Proposed Calendar Timetable of meetings 2003/2004.
Appendix 4  -   List of Dates of Relevant Events 2003/2004.

**Councillor J Byrne**
**Leader of the Council**

*Background documents:*

None.

*For further information on the details of this report, please contact:*

Ken Cowell, Democratic Services Manager (Tel No: 0161 253 5126)

# PROPOSED MATRIX OF MEETINGS FOR 2003/04

| Week | Monday | Tuesday | Wednesday | Thursday |
|------|--------|---------|-----------|----------|
| 1 | Lab Group | Planning Control | Executive | Healthier & Safer Comm SC |
| 2 | Bury West AB | Bury East AB Rams/Tott AB | Prestwich AB | Resource SP |
| 3 | Radcliffe AB Whitefield AB | Econ/Env/ Transport SC | Learning Comm SC | Licensing Panel |
| 4 | Lab Group | | Executive | Audit Sub |
| 5 | Scrutiny Man Cttee | Standards Youth Cabinet | JCC Teachers/ Lifelong Learning | JCC Corp |
| 6 | Elected Member Training | Planning Control | | Healthier & Safer Comm SC |
| 7 | Lab Group | Bury West AB Prestwich AB | Executive | Resource SP |
| 8 | Bury East AB Rams/Tott AB | Radcliffe AB Whitefield AB | Learning Comm SC | Licensing Panel |
| 9 | Area Board Chairs Group | Econ/Env/Trans SC | Executive (Strategic Priorities) | Perf Man SP |
| 10 | Pre Council Group Meetings | | COUNCIL | |

# METROPOLITAN BOROUGH OF BURY
# MEETINGS TIMETABLE 2003/2004

| Executive | Cycle 1 | Cycle 2 | Cycle 3 | Cycle 4 |
|---|---|---|---|---|
| 1 | Wed 21 May | Wed 3 Sept | Wed 12 Nov | Wed 11 Feb (Budget) |
| 2 | Wed 11 June | Wed 24 Sept | Wed 3 Dec | Wed 18 Feb |
| 3 | Wed 9 July* | Wed 15 Oct | Wed 17 Dec | Wed 10 Mar |
| 4 | Wed 30 July | - | Wed 14 Jan | Wed 31 Mar |
| (Strategic Priority Mtgs) | Wed 25 June* | Wed 29 Oct | Wed 21 Jan | Wed 14 Apr |
| **Elected Member Training** | Mon 23 June | Tues 16 Sept* | Mon 8 Dec* | Mon 1 Mar |
| **Scrutiny & Review Panels** | | | | |
| Economy/Env/Transport | Tues 10 June | Tues 23 Sept | Tues 25 Nov | Thurs 19 Feb* |
| | Tues 15 July | Tues 28 Oct | Tues 13 Jan | Tues 6 April |
| Learning Communities | Wed 4 June | Wed 17 Sept | Wed 26 Nov | Thurs 12 Feb* |
| | Tues 8 July | Wed 22 Oct | Thurs 15 Jan | Wed 17 Mar |
| Healthier & Safer Communities | Wed 28 May* | Thurs 4 Sept | Thurs 13 Nov | Thurs 29 Jan |
| | Thurs 3 July | Thurs 9 Oct | Thurs 11 Dec | Thurs 4 Mar |
| Performance Man | Tues 3 June* | Thurs 30 Oct | Thurs 27 Nov | Tues 30 Mar* |
| Resource | Thurs 29 May | Thurs 11 Sept | Thurs 20 Nov | Wed 17 Feb (Budget) |
| | Wed 2 July* | Thurs 16 Oct | Thurs 22 Jan | Thurs 18 Mar |
| Scrutiny Management Committee | Mon 16 June | Mon 29 Sept | Tues 2 Dec* | Wed 3 Mar* |
| **Other Committees** | | | | |
| Planning Control | Tues 27 May | Tues 2 Sept | Tues 11 Nov | Tues 10 Feb |
| | Tues 1 July | Tues 7 Oct | Tues 16 Dec | Tues 9 Mar |
| | Tues 29 July | | Tues 20 Jan | Tues 13 Apr |
| Audit Sub | Thurs 5 June | Thurs 25 Sept | Thurs 4 Dec | Thurs 26 Feb |
| | Thurs 31 July | | | |
| Licensing and Safety Panel | Thurs 5 June | Thurs 18 Sept | Thurs 27 Nov | Thurs 26 Feb |
| | Thurs 10 July | Thurs 23 Oct | Thurs 15 Jan | Thurs 1 Apr |
| Youth Cabinet | Tues 17 June | Tues 7 Oct* | Tues 20 Jan* | Tues 2 Mar |
| Standards | Tues 17 June | Tues 30 Sept | Tues 9 Dec | Tues 2 Mar |
| JCC Corporate | Thurs 12 June | Thurs 23 Oct | Thurs 29 Jan* | Thurs 25 Mar* |
| JCC Lifelong Learning followed by JCC Teachers | Wed 18 June | Thurs 6 Nov* | Tues 27Jan* | Wed 24 Mar |
| **Area Boards** | | | | |
| Prestwich | Mon 2June* | Wed 10 Sept | Wed 19 Nov | Mon 2 Feb |
| | Mon 30 June | Mon 20 Oct | Tues 6 Jan | Mon 15 Mar |
| Bury East | Tues 20 May* | Tues 9 Sept | Tues18 Nov | Tues 3 Feb |
| | Thurs 26 June | Tues 14 Oct | Thurs 8 Jan | Tues 23 Mar |
| Bury West | Mon 2 June* | Mon 8 Sept | Mon 17 Nov | Thurs 5 Feb |
| | Mon 30 June | Mon 20 Oct | Mon 5 Jan | Tues 16 Mar |
| Whitefield & Unsworth | Thurs 22 May | Mon 15 Sept | Mon 24 Nov | Wed 4 Feb |
| | Tues 24 June | Tues 21 Oct | Wed 7 Jan | Tues 16 Mar |
| Ramsbottom & Tottington | Tues 20 May* | Tues 9 Sept | Tues 18 Nov | Tues 3 Feb |
| | Thurs 26 June | Tues 14 Oct | Thurs 8 Jan | Tues 23 Mar |
| Radcliffe | Thurs 22 May | Mon 15 Sept | Mon 24 Nov | Mon 2 Feb |
| | Tues 24 June | Tues 21 Oct | Wed 7 Jan | Mon 22 Mar |
| Area Board Chairs Group | Mon 14 July | Mon 27 Oct | Mon 19 Jan | Thurs 11 Mar |
| **Council** | Wed 23 July | Wed 5 Nov | Wed 28 Jan | Wed 25 Feb (Budget) |
| | | | | Wed 7 Apr |
| | | | | Wed 19 May (AGM) |

**NOTES 1.** * Rescheduled dates due to public/religious holidays/conferences etc.

**2.** No unscheduled meetings to be held during the Summer Recess (4-29 August) without prior approval.

**3.** No other meetings involving Members to be held on Elected Member Training days.

# TIMETABLE OF MEETINGS 2003/2004

| Month | Day | Date | Meeting 1 | Meeting 2 | Other Events |
|---|---|---|---|---|---|
| **CYCLE 1 – MAY/JUNE/JULY 2003** | | | | | |
| May | Mon | 19 | Labour Group | | |
| | Tues | 20 | Bury East AB | Rams/Tott AB | |
| | Wed | 21 | Executive | | |
| | Thurs | 22 | Radcliffe AB | Whitefield AB | |
| | Mon | 26 | -- | -- | Public Holiday |
| | Tues | 27 | Planning | | Schools Mid Term |
| | Wed | 28 | Healthier/Safer Comm SC | | Schools Mid Term |
| | Thurs | 29 | Resource SP | | Schools Mid Term |
| June | Mon | 2 | Prestwich AB | Bury West AB | |
| | Tues | 3 | Perf Man SP | | |
| | Wed | 4 | Learning Comm SC | | |
| | Thurs | 5 | Licensing | Audit Sub | |
| | Mon | 9 | Labour Group | | |
| | Tues | 10 | Econ/Env/Trans SC | | CIPFA Conf |
| | Wed | 11 | Executive | | CIPFA Conf |
| | Thurs | 12 | JCC Corp | | CIPFA Conf |
| | Mon | 16 | Scrutiny Man Cttee | | |
| | Tues | 17 | Standards | Youth Cabinet | |
| | Wed | 18 | JCC Teachers/L/L | | |
| | Thurs | 19 | | | |
| | Mon | 23 | Elected Mem Training | | |
| | Tues | 24 | Radcliffe AB | Whitefield AB | |
| | Wed | 25 | Executive (Strategic Priorities) | | |
| | Thurs | 26 | Bury East AB | Rams/Tott AB | |
| | Mon | 30 | Bury West AB | Prestwich AB | |
| July | Tues | 1 | Planning | | LGA Conf |
| | Wed | 2 | Resource SP | | LGA Conf |
| | Thurs | 3 | Healthier/Safer Comm SC | | LGA Conf |
| | Mon | 7 | Labour Group | | |
| | Tues | 8 | Learning Comm SC | | |
| | Wed | 9 | Executive | | |
| | Thurs | 10 | Licensing | | NW Reg Assembly Conference |
| | Mon | 14 | Area Board Chairs Group | | |
| | Tues | 15 | Econ/Env/Trans SC | | |
| | Wed | 16 | -- | -- | Strategic Priorities Planning Event |
| | Thurs | 17 | -- | -- | Strategic Priorities Planning Event |
| | Mon | 21 | Group Meetings | | School Summer Hols – Start |
| | Tues | 22 | | | |
| | Wed | 23 | Council | | |
| | Thurs | 24 | | | |
| | Mon | 28 | Labour Group | | |
| | Tues | 29 | Planning | | |
| | Wed | 30 | Executive | | |
| | Thurs | 31 | Audit Sub (Special) | | |
| Aug | | 4-29 | | | Summer Recess |

# TIMETABLE OF MEETINGS 2003/2004

| Month | Day | Date | Meeting 1 | Meeting 2 | Other Events |
|---|---|---|---|---|---|
| **CYCLE 2 – SEPTEMBER/OCTOBER/NOVEMBER 2003** | | | | | |
| Sept | Mon | 1 | Labour Group | | Schools return from Summer Hols |
| | Tues | 2 | Planning | | |
| | Wed | 3 | Executive | | |
| | Thurs | 4 | Healthier/Safer Comm SC | | |
| | Mon | 8 | Bury West AB | | |
| | Tues | 9 | Bury East AB | Rams/Tott AB | |
| | Wed | 10 | Prestwich AB | | |
| | Thurs | 11 | Resource SP | | |
| | Mon | 15 | Radcliffe AB | Whitefield AB | |
| | Tues | 16 | Elected Member Training | | |
| | Wed | 17 | Learning Comm SC | | |
| | Thurs | 18 | Licensing | | |
| | Mon | 22 | Labour Group | | Lib/Dem Conf |
| | Tues | 23 | Econ/Env/Trans SC | | Lib/Dem Conf |
| | Wed | 24 | Executive | | Lib/Dem Conf |
| | Thurs | 25 | Audit Sub | | Lib/Dem Conf |
| | Mon | 29 | Scrutiny Man Cttee | | Labour Conf |
| | Tues | 30 | Standards | | Labour Conf |
| Oct | Wed | 1 | | | Labour Conf |
| | Thurs | 2 | | | Labour Conf |
| | Mon | 6 | --- --- | --- --- | Jewish Holy Day/Conserv. Conf |
| | Tues | 7 | Planning | Youth Cabinet | Conserv. Conf |
| | Wed | 8 | | | Conserv. Conf |
| | Thurs | 9 | Healthier/Safer Comm SC | | Conserv. Conf |
| | Mon | 13 | Labour Group | | Jewish Holy Day |
| | Tues | 14 | Bury East AB | Rams/Tott AB | Jewish Holy Day |
| | Wed | 15 | Executive | | Jewish Holy Day |
| | Thurs | 16 | Resource SP | | Jewish Holy Day |
| | Mon | 20 | Bury West AB | Prestwich AB | |
| | Tues | 21 | Radcliffe AB | Whitefield AB | |
| | Wed | 22 | Learning Comm SC | | |
| | Thurs | 23 | Licensing | JCC Corp | |
| | Mon | 27 | Area Board Chairs Group | | Schools Mid Term |
| | Tues | 28 | Econ/Env/Trans SC | | Schools Mid Term |
| | Wed | 29 | Executive (Strategic Priorities) | | Schools Mid Term |
| | Thurs | 30 | Perf Man SP | | Schools Mid Term |
| Nov | Mon | 3 | Group Meetings | | |
| | Tues | 4 | | | |
| | Wed | 5 | Council | | |
| | Thurs | 6 | JCC Teachers/L/L | | |

# TIMETABLE OF MEETINGS 2003/2004

| CYCLE 3 – NOVEMBER/DECEMBER 2003 AND JANUARY 2004 | | | | | |
|---|---|---|---|---|---|
| Month | Day | Date | Meeting 1 | Meeting 2 | Other Events |
| | Mon | 10 | Labour Group | | |
| | Tues | 11 | Planning | | |
| | Wed | 12 | Executive | | |
| | Thurs | 13 | Healthier/Safer Comm SC | | |
| Nov | Mon | 17 | Bury West AB | | |
| | Tues | 18 | Bury East AB | Rams/Tott AB | |
| | Wed | 19 | Prestwich AB | | |
| | Thurs | 20 | Resource SP | | |
| | Mon | 24 | Radcliffe AB | Whitefield AB | |
| | Tues | 25 | Econ/Env/Trans SC | | |
| | Wed | 26 | Learning Comm SC | | |
| | Thurs | 27 | Perf Man SP | Licensing | |
| Dec | Mon | 1 | Labour Group | | |
| | Tues | 2 | Scrutiny Man Cttee | | |
| | Wed | 3 | Executive | | |
| | Thurs | 4 | Audit Sub | | |
| | Mon | 8 | Elected Member Training | | |
| | Tues | 9 | Standards | | |
| | Wed | 10 | | | |
| | Thurs | 11 | Healthier/Safer Comm SC | | |
| | Mon | 15 | Labour Group | | |
| | Tues | 16 | Planning | | |
| | Wed | 17 | Executive | | |
| | Thurs | 18 | | | |
| | Mon - Thurs | 22 - 25 | --- --- | --- --- | Xmas Recess |
| | Mon - Thurs | 29 - 1 | --- --- | --- --- | Xmas Recess |
| Jan 2004 | Mon | 5 | Bury West AB | | |
| | Tues | 6 | Prestwich AB | | |
| | Wed | 7 | Radcliffe AB | Whitefield AB | |
| | Thurs | 8 | Bury East AB | Rams/Tott AB | |
| | Mon | 12 | Labour Group | | |
| | Tues | 13 | Econ/Env/Trans SC | | |
| | Wed | 14 | Executive | | |
| | Thurs | 15 | Learning Comm SC | Licensing | |
| | Mon | 19 | Area Board Chairs Group | | |
| | Tues | 20 | Planning | Youth Cabinet | |
| | Wed | 21 | Executive (Strategic Priorities) | | |
| | Thurs | 22 | Resource SP | | |
| | Mon | 26 | Group Meetings | | |
| | Tues | 27 | JCC Teachers/L/L | | |
| | Wed | 28 | Council | | |
| | Thurs | 29 | Healthier/Safer Comm SC | JCC Corp | |

# TIMETABLE OF MEETINGS 2003/2004

## CYCLE 4 – FEBRUARY/MARCH/APRIL 2004

| Month | Day | Date | Meeting 1 | Meeting 2 | Other Events |
|---|---|---|---|---|---|
| Feb | Mon | 2 | Radcliffe AB | Prestwich AB | |
| | Tues | 3 | Bury East AB | Rams/Tott AB | |
| | Wed | 4 | Whitefield AB | | |
| | Thurs | 5 | Bury West AB | | |
| | Mon | 9 | Labour Group (Budget) | | |
| | Tues | 10 | Planning | | |
| | Wed | 11 | Executive (Budget) | | |
| | Thurs | 12 | Learning Comm SC | | |
| | Mon | 16 | Labour Group | | Schools Mid Term |
| | Tues | 17 | Resource SP (Budget) | | Schools Mid Term |
| | Wed | 18 | Executive | | Schools Mid Term |
| | Thurs | 19 | Econ/Env/Trans SC | | Schools Mid Term |
| | Mon | 23 | Group Meetings | | |
| | Tues | 24 | | | |
| | Wed | 25 | Council (Budget) | | |
| | Thurs | 26 | Licensing | Audit Sub | |
| March | Mon | 1 | Elected Member Training | | |
| | Tues | 2 | Standards | Youth Cabinet | |
| | Wed | 3 | Scrutiny Man Cttee* | | |
| | Thurs | 4 | Healthier/Safer Comm SC | | |
| | Mon | 8 | Labour Group | | |
| | Tues | 9 | Planning | | |
| | Wed | 10 | Executive | | |
| | Thurs | 11 | Area Board Chairs Group | | |
| | Mon | 15 | Prestwich AB | | |
| | Tues | 16 | Bury West AB | Whitefield AB | |
| | Wed | 17 | Learning Comm SC | | |
| | Thurs | 18 | Resource SP | | |
| | Mon | 22 | Radcliffe AB | | |
| | Tues | 23 | Bury East AB | Rams/Tott AB | |
| | Wed | 24 | JCC Teachers/L/L | | |
| | Thurs | 25 | JCC Corp | | |
| | Mon | 29 | Labour Group | | |
| | Tues | 30 | Perf Man SP | | |
| | Wed | 31 | Executive | | |
| April | Thurs | 1 | Licensing | | |
| | Mon | 5 | Group Meetings | | Schools Easter Hols |
| | Tues | 6 | Econ/Env/Trans SC | | Schools Easter Hols |
| | Wed | 7 | Council | | Schools Easter Hols |
| | Thurs | 8 | | | Schools Easter Hols |
| | Mon | 12 | ---   --- | ---   --- | Public Holiday |
| | Tues | 13 | Planning | | Schools Easter Hols |
| | Wed | 14 | Executive (Strategic Priorities) | | Schools Easter Hols |
| | Thurs | 15 | | | Schools Easter Hols |

## TIMETABLE OF MEETINGS 2003/2004
## OTHER EVENTS

1.   **Jewish Holidays**
     **2003**
     Mon 6 October (Atonement)
     Sat 11 to Sun 19 Oct (Tabernacles) (Partic Sat 11/Sun 12 & Sat 18/Sun 19)
     **2004**
     Tues 6 – Tues 18 April (Passover) & 5 April

2.   **LGA Conference**
     1 – 4 July 2003

3.   **Labour Conference**
     27 Sept – 2 Oct 2003
4.   **Conservative Conference**
     6 - 9 Oct 2003

5.   **Liberal/Democrat Conference**

     22 – 25 Sept 2003

6.   **NW Regional Assembly Annual Conference**

     10/11 July 2003

7.   **Warwick Forward Planning Event**
     11/12 June 2003

8.   **School Holidays**
     Spring Mid-term          26 May – 30 May 2003
     Summer                   19 July – 30 August 2003
     Autumn Mid-term          27 Oct – 31 Oct 2003
     Xmas                     22 Dec 2003  – 2  Jan 2004
     Spring Mid-term          16 Feb – 20 Feb 2004
     Easter                   5 April – 16 April 2004
     Summer                   19 July – 31 August 2004

9.   **Bank Holidays**
     Early May                5 May 2003
     Late May                 26 May 2003
     Summer                   25 August 2003
     Xmas                     25/26 December 2003
     New Year                 1 January 2004
     Easter                   Friday 9 Apr/Monday 12 April 2004
     Early May                3 May 2004

10.  **Elections**
     1 May 2003
     6 May 2004