

REPORT OF THE ADMINISTRATION AND DEMOCRATIC SERVICES MANAGER

SUBJECT: CALENDAR OF MEETINGS 2013/2014

Purpose of Report

Members are asked to approve a calendar of meetings for the forthcoming year.

Introduction/Background

As Members will be aware, the current calendar of meetings comes to an end in June 2013 following the Annual General Meeting. Following on from the survey which Members completed in January (see Report No. 24/13), the majority response was that the current arrangements were satisfactory, and a calendar has therefore been drafted along similar lines to last year (Appendix 1). However, when consulting colleagues on the draft calendar, comments were made about the number of days when two major meetings were being held on the same day (e.g. National Park Authority and Audit & Corporate Services Review Committee) therefore an alternative calendar has also been drafted and is attached at Appendix 2. Members will note that this year's calendar format is different to previous years in order to better demonstrate the number of meeting days scheduled per month.

Also shown in the calendar(s) are the principal external events to which Members are invited during the course of the year. A separate report to consider the Authority's representation at these events can be found on the agenda for today's meeting (Report No. 26/13) and you are, therefore, asked to note the dates in your diaries.

I would also draw your attention to the fact that advantage has been taken of a free Wednesday on 12th June of this year, and it is proposed to hold a Workshop on that date. Further details on this event will be circulated closer to the time.

Financial considerations

The timetable of meetings at Appendix 1 has been drawn up in response to the Members' survey undertaken in January and minimises the need for Members to travel. It follows the same pattern as previous timetables and the budget allocation has been worked out on this basis.

The timetable of meetings at Appendix 2 results in seven additional meeting dates, which has a cost implication in terms of Members' travelling expenses.

Compliance

The Authority is required to hold meetings for the proper transaction of its business and due notice of these must be given.

Human Rights/Equality issues

Members' views as to the convenience of the timing of meetings were sought in a survey earlier in the year.

Welsh Language statement

Agendas for meetings are published bilingually and where public speaking is permitted, this can be through the medium of Welsh as long as the requisite notice is provided.

RECOMMENDATION:

That a calendar of meetings for 2013/14 be approved.

(For further information, please contact Janet Evans, Administration and Democratic Services Manager on extension 4834 or by e-mailing janete@pembrokeshirecoast.org.uk)

*Author: Janet Evans (Administration and Democratic Services Manager)
Consultees: Tegryn Jones (Chief Executive), Richard Griffiths (Finance Manager and Section 151 Officer), Alan Hare (Business and Performance Manager), Leadership Team*

Meeting Dates

July 2013					
	Monday	Tuesday	Wednesday	Thursday	Friday
1 - 4/7	1 Jul	2	3	4	5
					09:30 12:30 DM Site Inspection
8 - 11/7	8	9	10	11	12
			10:00 12:00 Scrutiny Committee		
15 - 18/7	15	16	17	18	19
			10:00 12:00 DM Committee 12:30 14:30 Recreation and Tourism Review Committee		
22 - 25/7	22	23	24	25	26
	Royal Welsh Show				
29/7 - 1/8	29	30	31	1 Aug	2

Meeting Dates

August 2013					
	Monday	Tuesday	Wednesday	Thursday	Friday
29/7 - 1/8	29 Jul	30	31	1 Aug	2
					09:30 12:30 DM Site Inspection
5 - 8/8	5	6	7	8	9
			10:00 12:00 NPA 12:30 14:30 Audit and Corporate Services Review Committee		
12 - 15/8	12	13	14	15	16
	County Show				
19 - 22/8	19	20	21	22	23
			10:00 12:00 DM Committee 12:30 15:00 Scrutiny Committee		
26 - 29/8	26	27	28	29	30
	Bank Holiday				

Meeting Dates

September 2013					
	Monday	Tuesday	Wednesday	Thursday	Friday
	2 Sep	3	4	5	6
2 - 5/9		Eisteddfod			
					To 7 Sep 09:30 12:30 DM Site Inspection
9 - 12/9	9	10	11	12	13
			10:00 13:00 Scrutiny Committee 13:30 15:30 Employee Forum		
16 - 19/9	16	17	18	19	20
		Members induction, Snowdonia			
			09:30 10:00 special NPA 10:00 12:00 DM Committee 13:00 15:00 Member Develop		
23 - 26/9	23	24	25	26	27
	ANPA Conference (North York Moors)				
30/9 - 3/10	30	1 Oct	2	3	4

Meeting Dates

October 2013					
	Monday	Tuesday	Wednesday	Thursday	Friday
	30 Sep	1 Oct	2	3	4
30/9 - 3/10			10:00 12:00 SDF Committee 12:30 14:30 Conservation and Planning Review Committee		09:30 12:30 DM Site Inspection
7 - 10/10	7	8	9	10	11
			Europarc, Hungary		To 12 Oct
			10:00 13:00 Scrutiny Committee 13:30 15:30 Personnel Com		
14 - 17/10	14	15	16	17	18
			10:00 12:00 DM Committee 12:30 13:30 CE PR Panel		
21 - 24/10	21	22	23	24	25
			10:00 12:30 NPA 12:30 14:00 CIG		
28 - 31/10	28	29	30	31	1 Nov
	Half Term				To 1 Nov

Meeting Dates

November 2013					
	Monday	Tuesday	Wednesday	Thursday	Friday
	28 Oct	29	30	31	1 Nov
28 - 31/10					Half Term 09:30 12:30 DM Site Inspection
	4	5	6	7	8
4 - 7/11	Welsh Members' Seminar				
	11	12	13	14	15
11 - 14/11			10:00 12:00 Audit and Corporate Services Revie 12:30 14:30 Scrutiny Committee		
	18	19	20	21	22
18 - 21/11			10:00 12:00 DM Committee 12:30 14:30 Recreation and Tourism Review Committee		
	25	26	27	28	29
25 - 28/11			10:30 12:30 Standards Committee (Newport VC)		

Meeting Dates

December 2013					
	Monday	Tuesday	Wednesday	Thursday	Friday
	2 Dec	3	4	5	6
2 - 5/12			10:00 15:00 Scrutiny Committee		09:30 12:30 DM Site Inspection
	9	10	11	12	13
9 - 12/12			10:00 12:00 NPA (Hold elsewhere?) 12:30 14:00 Budget Workshop		
	16	17	18	19	20
16 - 19/12			10:00 12:00 DM Committee 12:30 14:00 Member Development Strategy Working Group		
	23	24	25	26	27
23 - 26/12					
	30	31	1 Jan 14	2	3
30/12 - 2/1					

Meeting Dates

January 2014					
	Monday	Tuesday	Wednesday	Thursday	Friday
	30 Dec	31	1 Jan 14	2	3
30/12 - 2/1					
	6	7	8	9	10
6 - 9/1					09:30 12:30 DM Site Inspection
	13	14	15	16	17
13 - 16/1			12:30 14:30 Scrutiny Committee		
	20	21	22	23	24
20 - 23/1	National Members Induction Course, New Forest				
			10:00 12:00 DM Committee 13:00 15:00 Workshop		
	27	28	29	30	31
27 - 30/1			10:00 12:00 SDF Committee 12:30 13:30 CIG		09:30 12:30 DM Site Inspection

Meeting Dates

February 2014					
	Monday	Tuesday	Wednesday	Thursday	Friday
	3 Feb	4	5	6	7
3 - 7 Feb			10:00 12:00 NPA 12:30 14:30 Management Plan Core Group		
	10	11	12	13	14
10 - 14 Feb			10:00 12:00 Audit and Corporate Services Review Committee 12:30 15:00 Scrutiny Committee		
	17	18	19	20	21
17 - 21 Feb			10:00 12:00 DM Committee 12:30 14:30 Conservation and Planning Review Committee		
	24	25	26	27	28
24 - 28 Feb	Half Term				

Meeting Dates

March 2014				
Monday	Tuesday	Wednesday	Thursday	Friday
3 Mar	4	5	6	7
				09:30 12:30 DM Site Inspection
10	11	12	13	14
		10:00 15:00 Scrutiny Committee		
17	18	19	20	21
		10:00 12:00 DM Committee 12:30 14:30 Employee Forum		
24	25	26	27	28
		10:00 12:00 Recreation and Tourism Review Committee 12:30 14:30 Management Plan Core Group		
31	1 Apr	2	3	4

Meeting Dates

April 2014				
Monday	Tuesday	Wednesday	Thursday	Friday
31 Mar	1 Apr	2	3	4
		10:00 12:00 NPA 13:00 15:00 Personnel Committee		09:30 12:30 DM Site Inspection
7	8	9	10	11
		10:00 11:00 CE PR Panel 11:00 14:30 Scrutiny Committee 14:30 15:30 CIG		
14	15	16	17	18
		10:00 12:00 DM Committee 12:30 14:00 Member Development Strategy Working Group		Good Friday
21	22	23	24	25
Easter Monday				
28	29	30	1 May	2
		10:00 13:00 Workshop/Study Tour		

Meeting Dates

May 2014					
	Monday	Tuesday	Wednesday	Thursday	Friday
28/4 - 1/5	28 Apr	29	30	1 May	2
					09:30 12:30 DM Site Inspection
5 - 8/5	5	6	7	8	9
	May Day				
12 - 15/5	12	13	14	15	16
			10:00 12:00 SDF Committee 12:30 14:30 Scrutiny Committee		
19 - 22/5	19	20	21	22	23
			10:00 12:00 DM Committee 12:30 14:30 Audit and Corporate Services Review Committee		
26 - 29/5	26	27	28	29	30
	Bank Holiday				

Meeting Dates

June 2014					
	Monday	Tuesday	Wednesday	Thursday	Friday
2 - 5/6	2 Jun	3	4	5	6
			10:00 15:00 Study Tour		09:30 12:30 DM Site Inspection
9 - 12/6	9	10	11	12	13
			10:00 12:00 NPA 13:00 14:30 Workshop		
16 - 19/6	16	17	18	19	20
			10:00 12:00 DM Committee 12:30 14:30 Conservation and Planning Review Committee		
23 - 26/6	23	24	25	26	27
30/6 - 3/7	30	1 Jul	2	3	4

Meeting Dates

July 2014					
	Monday	Tuesday	Wednesday	Thursday	Friday
30/6 - 3/7	30 Jun	1 Jul	2	3	4
					09:30 12:30 DM Site Inspection
7 - 10/7	7	8	9	10	11
14 - 17/7	14	15	16	17	18
			10:00 12:00 DM Committee		
21 - 24/7	21	22	23	24	25
28 - 31/7	28	29	30	31	1 Aug

Alternative Meeting Dates

July 2013					
	Monday	Tuesday	Wednesday	Thursday	Friday
1 - 4/7	1 Jul	2	3	4	5
					09:30 12:30 DM Site Inspection
8 - 11/7	8	9	10	11	12
			10:00 12:00 Scrutiny Committee		
15 - 18/7	15	16	17	18	19
			10:00 12:00 DM Committee 12:30 14:30 Workshop		
22 - 25/7	22	23	24	25	26
	Royal Welsh Show				
29/7 - 1/8	29	30	31	1 Aug	2
			10:00 12:00 Recreation and Tourism Review Committee		

Alternative Meeting Dates

August 2013					
	Monday	Tuesday	Wednesday	Thursday	Friday
29/7 - 1/8	29 Jul	30	31	1 Aug	2
					09:30 12:30 DM Site Inspection
5 - 8/8	5	6	7	8	9
			10:00 12:00 NPA 12:30 14:30 Workshop		
12 - 15/8	12	13	14	15	16
	County Show				
19 - 22/8	19	20	21	22	23
			10:00 12:00 DM Committee 12:30 15:00 Scrutiny Committee		
26 - 29/8	26	27	28	29	30
	Bank Holiday				

Alternative Meeting Dates

September 2013					
	Monday	Tuesday	Wednesday	Thursday	Friday
	2 Sep	3	4	5	6
2 - 5/9		Eisteddfod			To 7 Sep →
			10:30 12:30 Standards Committee (Newport VC)		09:30 12:30 DM Site Inspection
	9	10	11	12	13
9 - 12/9			10:00 13:00 Scrutiny Committee 13:30 15:30 Employee Forum		
	16	17	18	19	20
16 - 19/9		Members induction, Snowdonia			
			09:30 10:00 special NPA 10:00 12:00 DM Committee 12:30 14:30 Member Develop		
	23	24	25	26	27
23 - 26/9	ANPA Conference (North York Moors)				
	30	1 Oct	2	3	4
30/9 - 3/10					

Alternative Meeting Dates

October 2013					
	Monday	Tuesday	Wednesday	Thursday	Friday
	30 Sep	1 Oct	2	3	4
30/9 - 3/10			10:00 12:00 SDF Committee 12:30 14:30 Conservation and Planning Review Committee		09:30 12:30 DM Site Inspection
	7	8	9	10	11
7 - 10/10		Europarc, Hungary			To 12 Oct →
			10:00 13:00 Scrutiny Committee 13:30 15:30 Personnel Com		
	14	15	16	17	18
14 - 17/10			10:00 12:00 DM Committee 12:30 13:30 CE PR Panel		
	21	22	23	24	25
21 - 24/10			10:00 12:30 NPA 12:30 14:00 CIG		
	28	29	30	31	1 Nov
28 - 31/10	Half Term				To 1 Nov →

Alternative Meeting Dates

November 2013					
	Monday	Tuesday	Wednesday	Thursday	Friday
28 - 31/10	28 Oct	29	30	31	1 Nov
					Half Term 09:30 12:30 DM Site Inspection
4 - 7/11	4	5	6	7	8
	Welsh Members' Seminar				
11 - 14/11	11	12	13	14	15
			10:00 12:00 Audit and Corporate Services Revie 12:30 14:30 Scrutiny Committee		
18 - 21/11	18	19	20	21	22
			10:00 12:00 DM Committee 12:30 14:30 Workshop		
25 - 28/11	25	26	27	28	29
			10:00 12:00 Recreation and Tourism Review Committee		

Alternative Meeting Dates

December 2013					
	Monday	Tuesday	Wednesday	Thursday	Friday
2 - 5/12	2 Dec	3	4	5	6
			10:00 15:00 Scrutiny Committee		09:30 12:30 DM Site Inspection
9 - 12/12	9	10	11	12	13
			10:00 12:00 NPA (Hold elsewhere?) 12:30 14:00 Budget Workshop		
16 - 19/12	16	17	18	19	20
			10:00 12:00 DM Committee 12:30 14:00 Member Development Strategy Working Group		
23 - 26/12	23	24	25	26	27
30/12 - 2/1	30	31	1 Jan 14	2	3

Alternative Meeting Dates

January 2014					
	Monday	Tuesday	Wednesday	Thursday	Friday
30/12 - 2/1	30 Dec	31	1 Jan 14	2	3
6 - 9/1	6	7	8	9	10
					09:30 12:30 DM Site Inspection
13 - 16/1	13	14	15	16	17
			10:00 12:00 Scrutiny Committee		
20 - 23/1	20	21	22	23	24
		National Members Induction Course, New Forest			
27 - 30/1	27	28	29	30	31
			10:00 12:00 DM Committee 12:30 14:30 Workshop		09:30 12:30 DM Site Inspection
			10:00 12:00 SDF Committee 12:30 13:30 CIG		

Alternative Meeting Dates

February 2014					
	Monday	Tuesday	Wednesday	Thursday	Friday
3 - 7 Feb	3 Feb	4	5	6	7
			10:00 12:00 NPA 12:30 14:30 Management Plan Core Group		
10 - 14 Feb	10	11	12	13	14
			10:00 12:00 Audit and Corporate Services Review Committee 12:30 15:00 Scrutiny Committee		
17 - 21 Feb	17	18	19	20	21
			10:00 12:00 DM Committee 12:30 14:30 Workshop		
24 - 28 Feb	24	25	26	27	28
	Half Term				

Alternative Meeting Dates

March 2014					
	Monday	Tuesday	Wednesday	Thursday	Friday
3 - 6/3	3 Mar	4	5 10:00 12:00 Conservation and Planning Review Committee	6	7 09:30 12:30 DM Site Inspection
	10	11	12 10:00 15:00 Scrutiny Committee	13	14
10 - 13/3	17	18	19 10:00 12:00 DM Committee 12:30 14:30 Employee Forum	20	21
	24	25	26 10:00 12:00 Recreation and Tourism Review Committee 12:30 14:30 Management Plan Core Group	27	28
17 - 20/3	31	1 Apr	2	3	4
24 - 27/3					
31/3 - 3/4					

Alternative Meeting Dates

April 2014					
	Monday	Tuesday	Wednesday	Thursday	Friday
31/3 - 3/4	31 Mar	1 Apr	2 10:00 12:00 NPA 12:30 14:30 Personnel Committee	3	4 09:30 12:30 DM Site Inspection
	7	8	9 10:00 11:00 CE PR Panel 11:00 14:30 Scrutiny Committee 14:30 15:30 CIG	10	11
7 - 10/4	14	15	16 10:00 12:00 DM Committee 12:30 14:00 Member Development Strategy Working Group	17	18 Good Friday
	21 Easter Monday	22	23	24	25
14 - 17/4	28	29	30 10:00 13:00 Workshop/Study Tour	1 May	2
21 - 24/4					
28/4 - 1/5					

Alternative Meeting Dates

May 2014					
	Monday	Tuesday	Wednesday	Thursday	Friday
28/4 - 1/5	28 Apr	29	30	1 May	2 09:30 12:30 DM Site Inspection
	5 May Day	6	7 10:00 12:00 Audit and Corporate Services Review Committee	8	9
5 - 8/5					
12 - 15/5	12	13	14 10:00 12:00 SDF Committee 12:30 14:30 Scrutiny Committee	15	16
19 - 22/5	19	20	21 10:00 12:00 DM Committee 12:30 14:30 Workshop	22	23
26 - 29/5	26 Bank Holiday	27	28	29	30
	Half Term				

Alternative Meeting Dates

June 2014					
	Monday	Tuesday	Wednesday	Thursday	Friday
2 - 5/6	2 Jun	3	4 10:00 15:00 Study Tour	5	6 09:30 12:30 DM Site Inspection
9 - 12/6	9	10	11 10:00 12:00 NPA 12:30 14:00 Workshop	12	13
16 - 19/6	16	17	18 10:00 12:00 DM Committee	19	20
23 - 26/6	23	24	25	26	27
30/6 - 3/7	30	1 Jul	2	3	4

Alternative Meeting Dates

July 2014

	Monday	Tuesday	Wednesday	Thursday	Friday
	30 Jun	1 Jul	2	3	4
30/6 - 3/7			10:00 12:00 Conservation and Planning Review Committee		09:30 12:30 DM Site Inspection
	7	8	9	10	11
7 - 10/7					
	14	15	16	17	18
14 - 17/7			10:00 12:00 DM Committee		
	21	22	23	24	25
21 - 24/7					
	28	29	30	31	1 Aug
28 - 31/7					

