

MEETINGS SCHEDULE 2012-13

SUMMARY

- 1.1 The meetings schedule agreed at the Annual Meeting on May 23 allowed for four meetings of the Personnel Committee during 2012/13. This was based on the previous working arrangements of the committee. It is felt that it would be more appropriate to arrange six meetings per year.
- 1.2 Reviewing the schedule also presents an opportunity to ensure meetings with the trade unions through the Corporate Joint Committee can be appropriately timed.

RECOMMENDATIONS

- 2.1 To agree the following meetings dates for the Personnel Committee for the remainder of the 2012/13 municipal year:
 - Wednesday 29 August
 - Wednesday 14 November
 - Wednesday 23 January
 - Wednesday 6 March
 - Wednesday 8 May
- 2.2 To agree the following meeting dates for Corporate Joint Committee for the remainder of the 2012/13 municipal year:
 - Thursday 9 August
 - Thursday 29 November
 - Thursday 17 January
 - Thursday 14 March

REASONS FOR RECOMMENDATIONS

- 3.1 To ensure important issues are considered in a timely manner.
- 3.2 To ensure there is an opportunity for resolutions of the Personnel Committee to be reflected in reports considered by CJC.

OTHER OPTIONS CONSIDERED

- 5.1 Taking no action. This would leave three further scheduled dates in this municipal year (10 October 2012, 20 February 2013, 10 April 2013). While this may be workable, there is an increased likelihood that additional meetings of the Personnel Committee will need to be summoned on an ad hoc basis.

This report has been approved by the following officers:

Legal officer	N/A
Financial officer	N/A
Human Resources officer	Karen Jewell, Director of HR and Business Support
Service Director(s)	As above
Other(s)	N/A

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Background papers:	None
List of appendices:	Appendix 1 – Implications

IMPLICATIONS

Financial and Value for Money

1.1 None.

Legal

2.1 While the schedule of meetings is agreed by Council, there is nothing to prevent a committee rescheduling its meetings as appropriate.

Personnel

3.1 To ensure important personnel matters are put forward for consideration in a timely manner.

Equalities Impact

4.1 None.

Health and Safety

5.1 None.

Environmental Sustainability

6.1 None.

Asset Management

7.1 None.

Risk Management

8.1 None.

Corporate objectives and priorities for change

9.1 None.

