



## **Committee Timetable 2015/16 17 December 2014**

### **Report of Council Business Committee**

#### **PURPOSE OF REPORT**

To enable Council to consider recommendations from Council Business Committee and to agree a Committee Timetable for 2015/16.

**This report is public**

#### **RECOMMENDATIONS**

- (1) Council is asked to consider the draft timetable appended to this report and the recommendations of Council Business Committee, as follows:**
- (2) That the start time of Cabinet meetings and Cabinet Briefings be changed to 6pm.**
- (3) That the start time of full Council meetings be changed to 6pm.**
- (4) That an extra Council meeting be scheduled to fall between 15 July and 21 October.**

#### **1.0 Introduction**

1.1 At its meeting on 6 November 2014, Council Business Committee considered a draft Committee Timetable for 2015/16 and made the following resolutions:

- 1) That the planning meeting scheduled for 1 June be moved to 5 June for administrative reasons and that the draft timetable be recommended to Council subject to the following changes:
- 2) That the start times of Cabinet meetings, Cabinet Briefings and Council meetings be changed to 6pm.
- 3) That an extra Council meeting be scheduled to fall between 15 July and 21 October.
- 4) That Officers investigate the feasibility of moving the Audit Committee meeting from 16 September to 23 September to accommodate moving the Cabinet meeting scheduled for 1 September to 8 September and make the following consequential changes: move the Budget and

Performance Panel scheduled for 8 September to 15 September and the Overview and Scrutiny Committee meeting scheduled for 9 September to 16 September.

- 1.2 Since the meeting, officers have ascertained that it would not be feasible, due to the accounting timetable, to move the Audit Committee meeting from 16 to 23 September to effect a change to the date of the September Cabinet meeting.
- 1.3 The Committee recognised that there would be financial implications to moving the start times of meetings and Members requested that a report be put to Council to include those implications.

## **2.0 Proposals and Implications**

2.1 The proposals are:

- to move the start times for full Council and Cabinet meetings (and Cabinet briefing meetings) from daytime to 6pm to encourage and enable those in full time work to stand for Council;
- to add an extra Council meeting to the timetable to fall between the meetings already scheduled for July and October 2015.

2.2 Members will recall that, on 13 December 2013, Council resolved to reduce the number of meetings in 2014/15 and the number of ordinary Council meetings was reduced from 10 to 8. The Committee felt that the gap between Council meetings had been too long this year and that the cycle of meetings would be improved by scheduling a meeting towards the end of September. Officers have looked at the situation this year and can report that the gap between meetings did not seem to present any problems. A meeting was held on 16 July and the next ordinary meeting was held on 22 October. The October agenda was not particularly lengthy and the meeting lasted for three hours, so there does not appear to be a need for the extra meeting. However, if Council is minded to approve the recommendation of Council Business Committee, Officers would suggest a provisional date of Wednesday 23 September 2015 to be included in the calendar, to be used if necessary.

2.3 By holding additional meetings in the evening running costs will increase simply through the additional heating, lighting and staffing required to keep a building open beyond normal office hours. It will be necessary for Facilities Support Officers to work additional hours to cover caretaking and security duties should meetings go on beyond 7.30pm. It is also feasible that this proposal could lead to the loss of income through the hire of premises for external events. It is difficult to quantify potential extra costs with any great certainty as it would depend on the length of meeting, the time of year and current staff salaries, etc. However, assuming an additional three evening meetings per month averaging three hours each with one Facilities Support Officer covering Cabinet/Cabinet briefings and two Facilities Support Officers covering Council the estimated additional cost over 12 months could be in the region of £2,500 (£1,400 for staff plus £1,100 for building running costs).

2.4 A further property related concern is that the Facilities Support function is already being stretched following extended opening hours at the Storey to accommodate the University.

- 2.5 The decision was taken some years ago to cease providing sandwiches before evenings meetings to save money, so there has been no costings for refreshments and it is assumed that these would remain the same, with tea/coffee and juice available as currently.
- 2.6 Democratic support staff already work evening meetings on a 'time off in lieu' basis. This is managed within the service to ensure that there is cover during office hours and these proposals would not cause any issues with that arrangement.
- 2.7 Officers would remind Council that Cabinet Briefing is not a formal meeting and does not appear on the Committee timetable. It would perhaps be more appropriate for the arrangements for such briefings to be discussed and agreed with the Leader and Cabinet members following Annual Council in May 2015.

### 3.0 Conclusion

- 3.1 Council is asked to consider the recommendations of Council Business Committee and to agree a timetable of meetings for the municipal year 2015/16.

<p><b>CONCLUSION OF IMPACT ASSESSMENT</b>  <b>(including Health &amp; Safety, Equality &amp; Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</b></p> <p>None.</p>
<p><b>LEGAL IMPLICATIONS</b>  There are no legal implications as a result of this report.</p>
<p><b>FINANCIAL IMPLICATIONS</b>  As set out in paragraph 2 of the report. It is likely that additional costs of in the region of £2,500 will be incurred if meetings are moved to 6pm and this increase will need to be built into the budget as part of the 2015/16 budget process.</p>
<p><b>OTHER RESOURCE IMPLICATIONS</b>  <b>Human Resources:</b>  As set out in paragraph 2 of the report.  <b>Information Services:</b>  None.  <b>Property:</b>  As set out in paragraph 2 of the report.  <b>Open Spaces:</b>  None.</p>
<p><b>SECTION 151 OFFICER'S COMMENTS</b>  Given that some additional costs are involved in the proposal, Council is advised to consider these against the identified benefits (e.g. moving meeting times to encourage and enable those in full time work to stand for Council), so that value for money is taken into account. The case for holding an additional</p>

meeting is unclear, however - hence the Officer suggestion if Council is minded to approve this recommendation.

**MONITORING OFFICER'S COMMENTS**

The Monitoring Officer has been consulted and has no further comments.

**BACKGROUND PAPERS**

None.

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## Meeting Start Times/Venues 2015/16

(LTH = Lancaster Town Hall)  
(MTH = Morecambe Town Hall)

Annual Council (Ceremonial)	Ashton Hall, LTH	12 noon
Annual Council (Business)	MTH	6:30 pm
Council	MTH	2 pm
Council Business Committee	MTH	6 pm
Cabinet	Alternating LTH, MTH	10 am
Overview and Scrutiny	MTH	6 pm
Budget and Performance	LTH	6.10 pm
Licensing Regulatory Committee	LTH	1 pm
Licensing Act Committee	LTH	2 pm
Planning & Highways Regulatory	LTH	10.30 am
Personnel Committee*	LTH	6.10 pm
JCC	LTH	2 pm
Audit Committee	MTH	6 pm
Standards Committee*	LTH	6.10 pm

The Appeals Committee is convened as and when necessary at LTH with no set day or time.

\*These committees will begin earlier in the day where additional meetings are convened to hear specific cases.

## DRAFT TIMETABLE 2015/2016

2015

2016

	May	June	July	August	September	October	November	December	January	February	March	April	May	
Mon		1								1 Planning Site Visit				Mon
Tue		2			1 Cabinet MTH			1 Cabinet LTH		2 JCC Personnel	1			Tue
Wed		3	1 JCC Personnel		2			2		3 Council	2 Budget Council			Wed
Thur		4 Licensing Reg	2 Member Briefing		3 Licensing Reg Member Briefing	1 Member Briefing		3 Licensing Act		4 Member Briefing	3 Member Briefing			Thur
Fri	1	5 Planning	3		4	2		4	1 Bank Holiday	5	4	1		Fri
Sat	2	6	4	1	5	3		5	2	6	5	2		Sat
Sun	3	7	5	2	6	4	1	6	3	7	6	3	1	Sun
Mon	4 Bank Holiday	8	6	3	7	5	2	7 Planning Site Visit	4 Planning Site Visit	8 Planning	7 Planning	4 Planning	2 Bank Holiday	Mon
Tue	5 Planning	9 Overview & Scrutiny Committee	7	4	8 Budget and Performance Panel	6 Cabinet LTH	3 Cabinet MTH	8	5	9	8	5	3 Planning Site Visit	Tue
Wed	6	10	8 Overview and Scrutiny Committee	5	9 Overview and Scrutiny Committee	7	4	9 Overview & Scrutiny Committee	6	10	9	6 Overview and Scrutiny Committee	4	Wed
Thur	7 ELECTION	11 Standards	9	6	10	8	5 Council Business Committee	10	7 Licensing Reg	11 Licensing Reg	10 Council Business Committee	7	5 ELECTION	Thur
Fri	8	12	10	7	11	9	6	11	8	12	11	8	6	Fri
Sat	9	13	11	8	12	10	7	12	9	13	12	9	7	Sat
Sun	10	14	12	9	13	11	8	13	10	14	13	10	8	Sun
Mon	11	15	13	10	14 Planning Site Visit	12 Planning Site Visit	9 Planning Site Visit	14 Planning	11 Planning	15	14	11	9 Planning	Mon
Tue	12	16	14	11	15	13	10 Budget & Performance Panel	15	12	16 Cabinet LTH	15	12	10	Tue
Wed	13	17 Audit	15 Council	12	16 Audit	14 Overview and Scrutiny Committee	11	16 Council	13	17	16	13 Council	11	Wed
Thur	14	18 Licensing Act	16 Licensing Reg	13	17	15 Licensing Reg	12 Member Briefing	17	14 Member Briefing	18	17	14	12	Thur
Fri	15	19	17	14	18	16	13	18	15	19	18	15	13 Annual Council	Fri
Sat	16	20	18	15	19	17	14	19	16	20	19	16	14	Sat
Sun	17	21	19	16	20	18	15	20	17	21	20	17	15	Sun
Mon	18	22 Planning Site Visit	20 Planning Site Visit	17 Planning Site Visit	21 Planning	19 Planning	16 Planning	21	18	22	21	18	16 Business Council	Mon
Tue	19	23 Cabinet MTH	21 Budget and Performance Panel	18	22	20	17	22	19 Cabinet MTH	23 Budget and Performance Panel	22 Cabinet MTH	19	17	Tue
Wed	20	24	22	19	23	21 Council	18 Overview & Scrutiny Committee	23	20 Audit	24 Overview and Scrutiny Committee	23	20	18	Wed
Thur	21	25 Council Bus Com	23	20	24	22	19	24	21 Standards	25	24 Licensing Reg	21	19	Thur
Fri	22 Annual Council	26	24	21	25	23	20	25 Bank Holiday	22	26	25 Bank Holiday	22	20	Fri
Sat	23	27	25	22	26	24	21	26	23	27	26	23	21	Sat
Sun	24	29	26	23	27	25	22	27	24	28	27	24	22	Sun
Mon	25 Bank Holiday	29 Planning	27 Planning	24 Planning	28	26	23	28 Bank Holiday	25	29 Planning Site Visit	28 Bank Holiday	25	23	Mon
Tue	26 Business Council	30	28 Cabinet LTH	25	29	27	24	29	26 Budget & Perf Panel - MTH		29 Planning Site Visit	26 Cabinet LTH	24	Tue
Wed	27 Planning Site Visit		29	26	30	28	25	30	27 Overview and Scrutiny Committee		30	27	25	Wed
Thur	28		30	27		29	26 Licensing Reg	31	28		31	28	26	Thur
Fri	29		31	28		30	27		29			29	27	Fri
Sat	30			29		31	28		30			30	28	Sat
Sun	31			30			29		31				29	Sun
Mon				31 Bank Holiday			30						30 Bank Holiday	Mon
Tue													31	Tue