

COUNCIL BUSINESS COMMITTEE

Committee Timetable 2017/18 26 January 2017

Report of the Democratic Services Manager

PURPOSE OF REPORT

To agree the timetable of committee meetings for the 2017/18 municipal year.

This report is public.

RECOMMENDATION

1. That Members approve the proposed timetable of meetings, times and venues for the 2017/18 municipal year, making any necessary minor changes and taking into consideration the recommendation from the Overview and Scrutiny Committee in paragraph 2.1 of this report; the suggestions regarding the start times of Annual Business Council and the Joint Consultative Committee (JCC), in paragraphs 2.7 and 2.8; and the change of venue for Audit Committee from Morecambe Town Hall to Lancaster Town Hall (paragraph 2.9).
2. That, if the Committee is minded to make any substantial proposals for change, that these be submitted to Council for approval.

1.0 Introduction

- 1.1 Council Business Committee has delegated authority to agree the annual timetable of City Council meetings.

2.0 Proposal Details

- 2.1 The appended timetable is based on previous decisions of this Committee and Council and the need for timely reporting on budget and performance issues (see paragraph 3.0 below). There are several instances where the pattern of Overview and Scrutiny Committee (OSC) dates, agreed by Council Business Committee on 16th January 2014 has been incorporated into the timetable, namely that OSC meetings be held two weeks and a day after Cabinet, although this has not always been possible. The rationale for timetabling OSC meetings in this way is to try and avoid the need for extra OSC meetings for call-ins. However, at its meeting on 21 December 2016, OSC made the following resolution:

- (1) *That the Overview and Scrutiny Committee recommend to the Council Business Committee that Overview and Scrutiny Committee meetings be*

timetabled for the Wednesday prior to Cabinet meetings in the timetable for 2017/18.

The thinking being that, if timetabled in such a way, when the Cabinet agenda had been published but has not yet been considered by Cabinet, an item could be added to the OSC Agenda to consider the Cabinet agenda from a 'pre-scrutiny' angle. It should be noted, however, that consideration would need to be given to a mechanism for formally feeding in any comments from OSC to Cabinet. It would not be feasible to draft a report if the OSC meeting was held four days prior to the Cabinet meeting.

- 2.2 An alternative draft timetable, incorporating the recommendation from OSC, is shown at Appendix C. If Council Business Committee were minded to implement the recommendation from OSC, it would create a clash with the proposed Council meeting on 27 September 2017; accordingly, Council has been moved to the earlier date of 20 September 2017.
- 2.3 The timetable is also based on the decision made by Council, on 11 December 2013, and reported into Council Business Committee on 5 November 2015, to schedule the following number of meetings per year: -

Meeting	Number of Meetings
Council	8
Cabinet	10
Standards Committee	2
Audit Committee	3
Licensing Act Committee	2
Budget and Performance Panel	5
Council Business Committee	3
Personnel Committee	2

It was previously agreed to maintain 9 Overview and Scrutiny Committee meetings, whilst Planning and Highways Committee and Licensing Regulatory Committee remain unchanged at 13 and 8 meetings per year respectively. Council also recommended that Joint Consultative Committee (JCC) meetings be held on the same day as Personnel Committee, wherever possible.

- 2.4 Planning site visits have been set a week prior to Planning and Highways Committee meetings, if these are required.
- 2.5 A Bank Holiday on Monday, 29 May 2017 has caused a Planning and Highways Committee meeting to be moved to Wednesday, 31 May 2017, a Bank Holiday on Monday, 2 April 2018 has caused the meeting to be moved to Friday, 6 April 2018 and a Bank Holiday on 7 May 2018 has caused the meeting to be moved to 9 May 2018. Likewise with Bank Holidays on 1 May 2017 and 1 January 2018 planning site visits, if required, have been moved to 2 May 2017 and 2 January 2018.
- 2.6 It should be noted that the County Council elections will take place on Thursday, 4 May 2017. No elections are currently scheduled for May 2018.
- 2.7 The committee start times and location details are provided at Appendix A to this report, with the timetable at Appendix B. The start time of Annual Business

Council has traditionally been 6.30pm. However, since the start time of ordinary meetings of Council moved from 2pm to 6pm, it seems sensible to start the Annual Business Council meeting at 6pm too, to save confusion.

- 2.8 The current Chairman of the Personnel Committee has asked whether it would be possible to schedule the start time of the JCC to 5pm. However if the Chairman of Personnel Committee is of the opinion that, due to the amount of business on the JCC agenda, an earlier commencement time would be appropriate that the Chairman of the Personnel Committee be given the discretion to amend the start time of the meeting. This would assist reducing the gap between the times of meetings, with JCC starting at 5pm and Personnel Committee starting at 6.10pm, or at the rise of the JCC, whichever is the later. This would be acceptable procedurally, since the JCC is not a public meeting, and is not subject to the requirement to publish an agenda five clear working days in advance of the meeting.
- 2.9 The Audit Committee currently meets at Morecambe Town Hall and it is proposed to change the venue to Lancaster Town Hall in the interests of efficiency, since all the officers who are routinely required to attend the meeting are based in Lancaster.
- 2.10 Due to the availability of the Leader, the Cabinet meeting in June has been proposed for a Monday evening (26th) instead of the usual Tuesday slot, which would have been the 27th.

3.0 Quarterly monitoring

- 3.1 In previous years, the timetable has been constructed in such a way that quarterly monitoring reports for finance and performance have 'fitted in' where they could and have not always been timely as result.
- 3.2 When drafting the timetable for 2017/18 careful thought has been given to the time information will be available and could best be presented to Cabinet and Budget and Performance Panel. As result, two meetings have been scheduled in August, a month where Council bodies have not traditionally met, however a meeting of Cabinet on 8 August and of Budget and Performance Panel on 15 August would be ideal for presenting Quarter 1 information. The Leader of the Council has been consulted on this and is in agreement with the proposal. As the membership and chairmanship of the Budget and Performance Panel for 2017/18 is not yet known, it has not been possible to consult with members of the Panel.

4.0 Conclusion

- 4.1 Members are asked to consider the recommendations in paragraphs 2.1, 2.7 and 2.8 of this report, and approve a timetable of meeting dates, times, and venues for the 2017/18 municipal year; or to refer any recommendations for substantial changes to Council for approval.

CONCLUSION OF IMPACT ASSESSMENT

(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

None.

LEGAL IMPLICATIONS

It is a legal requirement that the City Council publishes its timetable of meetings by the commencement of each Municipal Year. Amendments can be made throughout the year provided at least 5 days' notice is given.

FINANCIAL IMPLICATIONS

There are no additional financial implications for the above proposals. The costs of the meetings will be met from existing budgets.

OTHER RESOURCE IMPLICATIONS, such as Human Resources; Information Services; Property; Open Spaces:

None.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been involved in the drafting of this report in her role as Democratic Services Manager.

BACKGROUND PAPERS

None.

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