

## **URGENT BUSINESS**

**THURSDAY 29 APRIL 2021**

Please find enclosed Urgent Business Notice in connection with the following:

### **UB124 COMMITTEE TIMETABLE (Pages 2 - 4)**

The Chief Executive, in consultation with the Chair of the Council Business Committee, has agreed to make a decision in accordance with the City Council's Urgent Business Procedure, Delegated powers, Part 2, Section 7 of the City Councils Constitution.

The reason for the urgency is that a decision is required prior to the next scheduled meeting of Council Business Committee on 17 June 2021.

### **Queries regarding these documents**

Please contact Liz Bateson - Democratic Services - telephone 01524 582047, or email: [ebateson@lancaster.gov.uk](mailto:ebateson@lancaster.gov.uk).

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## URGENT BUSINESS – UB 124

### COUNCIL BUSINESS COMMITTEE - COMMITTEE TIMETABLE

#### Councillor Consultation

I am in agreement with the recommendation:

**To approve that the dates, times and venues for meetings may vary from those approved by Council Business Committee on 10<sup>th</sup> December 2020, wherever necessary, due to the effects of the pandemic.**

Signed: Councillor Joyce Pritchard

Position Held: Chair of Council Business Committee

Dated: 29/04/2021

#### Chief Executive Decision

I agree to exercise my delegated authority and approve:

**To approve that the dates, times and venues for meetings may vary from those approved by Council Business Committee on 10<sup>th</sup> December 2020, wherever necessary, due to the effects of the pandemic.**

Signed: Kieran Keane

Position Held: Chief Executive

Dated: 29/04/2021

**COUNCIL BUSINESS COMMITTEE**

**URGENT BUSINESS  
Committee Timetable**

**Report of the Head of Democratic Services**

**PURPOSE OF REPORT**

To allow for dates, times and venues for meetings to be varied from those approved by Council Business Committee on the 10<sup>th</sup> December 2020.

This report is public.

**RECOMMENDATIONS**

- (1) **To approve that the dates, times and venues for meetings may vary from those approved by Council Business Committee on 10<sup>th</sup> December 2020, wherever necessary, due to the effects of the pandemic.**

**1.0 Introduction**

- 1.1 On the 10<sup>th</sup> December 2020 Council Business Committee approved a report outlining the timetable of committee meetings for the 2021/22 municipal year.
- 1.2 Due to the effects of the pandemic, including the Nightingale Court which will be present in Lancaster Town Hall until the end of June 2021, the venues approved by Council Business Committee on 10<sup>th</sup> December 2020 may no longer be available, or suitable for social distancing.
- 1.3 Property Services, in conjunction with Democratic Services are seeking alternative suitable venues, which will be notified to Councillors in due course.
- 1.4 Ongoing additional demands on council services and limited availability of suitable venues may also result in it becoming necessary to make changes to the dates and times of meetings in the agreed timetable.

**2.0 Conclusion**

- 2.1 The recommendation is to allow for the dates, times and venues for meetings to be varied from those approved by Council Business Committee on 10<sup>th</sup> December 2020, wherever necessary, due to the effects of the pandemic.

**CONCLUSION OF IMPACT ASSESSMENT**

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

No impact.

**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. No changes will be made without providing the required notice.

**FINANCIAL IMPLICATIONS**

Wherever possible, City Council buildings and rooms will be used to minimise any additional costs.

**SECTION 151 OFFICER'S COMMENTS**

The S151 has been consulted and has no comments to add.

**MONITORING OFFICER'S COMMENTS**

The MO has been consulted and has no further comment to add.

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

None.

**BACKGROUND PAPERS**

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