

COUNCIL BUSINESS COMMITTEE

COMMITTEE TIMETABLE 2015/16 Thursday 6th November 2014

Report of Chief Officer (Governance)

PURPOSE OF REPORT

To agree the timetable of committee meetings for the 2015/16 municipal year.

This report is public

RECOMMENDATION

That members approve the proposed timetable of meetings, times and venues for the 2015/16 municipal year, or recommend any substantial proposals for change to Council for approval.

1.0 Introduction

1.1 Council Business Committee sets the timetable of committee meetings on an annual basis, and the draft for 2015/16 is attached at Appendix 1 for members' consideration.

1.2 Appendix 2 shows a list of proposed start times and meeting venues.

2.0 Proposal Details

2.1 The draft timetable for 2015/16 is based on the current timetable, and does not contain any major changes.

2.2 The 2015/16 draft maintains the frequency of meetings that was agreed at Council on 11th December 2013, and the pattern of Overview and Scrutiny Committee (OSC) dates that was agreed by Council Business Committee on 16th January 2014, namely that OSC meetings be held two weeks and a day after Cabinet wherever possible. Where that is not feasible, for example where an OSC meeting would clash with Council or another committee, they have been scheduled one week and a day after Cabinet.

2.3 Annual Council will be held later than usual in May 2015, to accommodate the extra administrative work in Democratic Services which will follow the full city council elections on 7th May. This has caused changes to the meeting dates of Planning and Highways Regulatory Committee, in order to maintain sufficient meetings throughout the year for planning deadlines to be met.

2.4 It is within the terms of reference of this committee to set the agenda and arrangements for a 'special' Council meeting, to be held during the autumn. 'Special' Council meetings were introduced by Council in 2006, specifically for the following purposes:

- consideration of a single topic;
- hearing of an external speaker;
- meeting in assembly or forum;
- consideration of a local, regional or national issue; or
- any other purpose to be determined by Council Business Committee.

2.5 However, on 11 November 2010, this committee expressed the view that Special Council meetings should be timetabled for alternate years only and the Council has made this a biennial event held in 2010, 2012 and 2014. Therefore a special Council meeting has not been included on the timetable for 2015 in line with the committee's thinking in 2010.

2.6 There are no suggested changes to meeting venues or times.

3.0 Conclusion

3.1 Members are asked to approve the draft timetable of meeting dates, times, and venues for the 2015/16 municipal year, or to refer any 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

There are no legal implications arising from this report.

FINANCIAL IMPLICATIONS

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

OTHER RESOURCE IMPLICATIONS

Human Resources:

None.

Information Services:

None.

Property:

None.

Open Spaces:

None.

SECTION 151 OFFICER'S COMMENTS

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

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

None.

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