

COUNCIL BUSINESS COMMITTEE

COMMITTEE TIMETABLE 2016/17 5th November 2015

Report of the Chief Officer (Governance)

PURPOSE OF REPORT

To agree the timetable of committee meetings for the 2016/17 municipal year.

This report is public.

RECOMMENDATION

That Members approve the proposed timetable of meetings, times and venues for the 2016/17 municipal year, or recommend any substantial proposals for change 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. 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, 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.

2.2 The timetable is also based on the decision made by Council, on 11th December 2013, to reduce the number of meetings as follows: -

Council: from 10 to 8.

Cabinet: from 11 to 10.

Standards Committee: from 4 to 2.

Audit Committee: from 4 to 3.

Licensing Act Committee: from 6 to 2.

Budget and Performance Panel: from 9 to 5.

Council Business Committee: from 6 to 3.

Personnel Committee: from 4 to 2.

It was agreed to maintain 9 Overview and Scrutiny Committee meetings, whilst

Planning and Highways Committee and Licensing Regulatory Committee are unchanged. Council also recommended that Joint Consultative Committee meetings be held on the same day as Personnel Committee, wherever possible.

- 2.3 Planning site visits have been set a week prior to Planning and Highways Committee meetings, if these are required.
- 2.4 Council, Cabinet and Budget and Performance Panel have been scheduled to enable up-to-date budgetary, corporate performance monitoring and treasury management reports to be submitted to the appropriate meetings. This has resulted in the Budget and Performance Panel meeting in August 2016 being held on a Wednesday rather than a Tuesday. This is in order to maintain the August recess as far as possible.
- 2.5 Special Council meetings have been abandoned as formal Council meetings and have not been included in the timetable in accordance with the resolution of Council on 17th December 2014.
- 2.6 A Bank Holiday on Monday, 30th May 2016 has caused a Planning and Highways Committee meeting to be moved to Tuesday, 31st May 2016, likewise with Bank Holidays on 2nd January and 1st May 2017 planning site visits, if required, have been moved to 3rd January and 2nd May 2017.
- 2.7 Members may wish to note that the PCC elections will take place on Thursday, 5th May 2016, with Lancashire County Council elections taking place on Thursday, 4th May 2017.
- 2.8 The committee start times and location details are provided at Appendix A to this report, with the timetable at Appendix B.

3.0 Conclusion

- 3.1 Members are asked to approve the draft timetable of meeting dates, times, and venues for the 2016/17 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

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**Human Resources:**

None.

Information Services:

None.

Property:

None.

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 consulted and has no further comments.

BACKGROUND PAPERS

None.

Contact Officer: Stephen Metcalfe

Telephone: 01524 582073

E-mail: sjmetcalfe@lancaster.gov.uk

Meeting Start Times/Venues 2016/17

(LTH = Lancaster Town Hall)

(MTH = Morecambe Town Hall)

Meeting	Venue(s)	Start Time
Annual Council (Ceremonial)	Ashton Hall, LTH	12 noon
Annual Council (Business)	MTH	6:30pm
Council	MTH	6.00pm
Council Business Committee	MTH	6.00pm
Cabinet	Alternating between LTH & MTH	6.00pm
Overview and Scrutiny Committee	MTH	6.00pm
Budget and Performance Panel	LTH The stakeholder meeting in January 2017 to be held in MTH commencing at 6.00pm.	6.10pm
Licensing Regulatory Committee	LTH	1.00pm
Licensing Act Committee	LTH	2.00pm
Planning & Highways Regulatory Committee	LTH	10.30am
Personnel Committee*	LTH	6.10pm
JCC	LTH	2.00pm
Audit Committee	MTH	6.00pm
Standards Committee*	LTH	6.10pm

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.