

COUNCIL BUSINESS COMMITTEE

Committee Timetable 2018/19 2 November 2017

Report of the Democratic Services Manager

PURPOSE OF REPORT

To agree the timetable of committee meetings for the 2018/19 municipal year.

This report is public.

RECOMMENDATIONS

1. That Members approve the proposed timetable of meetings, times and venues for the 2018/19 municipal year as set out within the report and appendices.
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 the timetable for 2017/18 which was set by Council on 1 March 2017.
- 2.2 The number of meetings, committee start times and venue details are provided at Appendix A to this report, with the timetable at Appendix B.
- 2.3 The City Council Elections are scheduled for 2 May 2019. Due to the Elections the Planning and Highways Committee, that would have been scheduled for this week, has been re-scheduled to be held on Monday, 29 April 2019.
- 2.4 A Bank Holiday on Monday, 28 May 2018 has caused a Planning and Highways Committee meeting to be moved to Monday, 4 June 2018, with the Christmas period and a Bank Holiday on Tuesday, 1 January 2019 has caused the Planning and Highways Committee site visit, if required, to be moved to Wednesday, 2 January 2019 and a Bank Holiday on Monday, 22 April 2019 has caused the Planning and Highways Committee site visit, if required, to be moved to Tuesday, 23 April 2019.
- 2.5 The timetable includes an increase in the number of meetings of the Audit Committee from 3 to 4 meetings. This will enable a faster close down and for the Annual Governance Statement to be considered prior to the sign off of the accounts.

3.0 Conclusion

- 3.1 Members are asked to consider and approve a timetable of meeting dates, times, and venues for the 2018/19 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 consulted and has no further comments.	
BACKGROUND PAPERS	Contact Officer: Debbie Chambers Telephone: 01524 582057 E-mail: dchambers@lancaster.gov.uk Ref: SJM
None.	