

COUNCIL BUSINESS COMMITTEE

Committee Timetable 2019/2020

22 November 2018

Report of the Democratic Services Manager

PURPOSE OF REPORT

To consider a timetable of committee meetings for the 2019/20 municipal year and whether to include a meeting of Council on 13 March 2019 for consideration of the revised draft Constitution.

This report is public.

RECOMMENDATIONS

- 1. That Members consider the proposed timetable of meetings, times and venues for the 2019/20 municipal year as set out within the report and appendices; and**
- 2. That the Committee considers the recommendations of the Constitutional Working Group:**
 - (a) That the agenda for the full Council budget meeting in February be limited to consideration of the Budget and Policy Framework proposals only.**
 - (b) That an additional meeting of full Council be scheduled in March 2019 for consideration of the final version of the new draft Constitution.**
 - (c) That two additional meetings of full Council be scheduled in future Council calendars towards the end of March and during June.**
 - (d) That a separate full Council meeting be arranged for any substantial agenda items.**
- 3. That the draft 2019/20 timetable, along with any suggested revisions or comments from Council Business Committee, is forwarded to the December Council meeting for consideration.**

1.0 Introduction

- 1.1 Council Business Committee has delegated authority to agree the annual timetable of City Council meetings. This year, however, the Constitutional Working Group has asked that Council include additional meetings. In view of this, the draft timetable will be considered at this meeting and Council Business Committee's recommendations and comments will be referred on to the**

December Council meeting, when Members will be asked to agree a timetable.

2.0 Proposal Details

- 2.1 The appended draft timetable for 2019/20 has been based on the schedule of meetings for 2018/19.
- 2.2 The number of meetings, committee start times and venue details are provided at Appendix A to this report, with the draft timetable at Appendix B.

3.0 Recommendations from other Bodies

- 3.1 The Constitutional Working Group resolved to make recommendations to full Council relating to the timetable for 2019/20. Since consideration of the timetable comes under the remit of this Committee, Members' views are sought to pass on to Council.
- 3.2 On 2 October 2018, the Working Group resolved to recommend to full Council:
 - (a) That the agenda for the full Council budget meeting in February be limited to consideration of the Budget and Policy Framework proposals only.
 - (b) That an additional meeting of full Council be scheduled in March 2019 for consideration of the final version of the new draft Constitution.
 - (c) That two additional meetings of full Council be scheduled in future Council calendars towards the end of March and during June.
 - (d) That a separate full Council meeting be arranged for any substantial agenda items.
- 3.3 Members are asked for their views on Working Group recommendation (a) which would affect the budget meeting in February 2019 and thereafter and recommendation (b), when the most appropriate date for a would be Wednesday 13 March. Regarding (c), if the Committee is minded to recommend that extra Council meetings be put back into the timetable, the most appropriate dates would appear to be 26 June 2019 and 18 March 2020.
- 3.4 With regard to recommendation (d), this is, in fact, already current practice. A number of extraordinary meetings have been held over the years to look at substantial items, such as the Canal Corridor. This position could be re-affirmed however.

4.0 Conclusion

- 4.1 Members are asked to consider the draft timetable of meeting dates, times, and venues for the 2019/20 municipal year and the request to add an extra council meeting into the timetable for this municipal year, on 13 March 2019. The Committee is asked to make its recommendations to Council.

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

None.

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Meeting Start Times/Venues/Number of meetings 2019/20

Appendix A

Meeting	Venue(s)	Start Time	Number of meetings
Annual Council (Ceremonial)	Ashton Hall, LTH	12 noon	1
Annual Council (Business)	MTH	6.30pm	1
Council	MTH	6.00pm	7*
Council Business Committee	MTH	6.00pm	3
Cabinet	Alternating between LTH/MTH	6.00pm	10
Overview and Scrutiny Committee	MTH	6.00pm	9
Budget and Performance Panel	LTH The stakeholder meeting in January 2018 to be held in MTH commencing at 6.00pm.	6.10pm	5
Licensing Regulatory Committee	LTH	1.00pm	8
Licensing Act Committee	LTH	2.00pm	2
Planning & Highways Regulatory Committee	LTH	10.30am	13
Personnel Committee*	LTH	6.10pm, 'or at the rise of JCC, whichever is the later'.	2
JCC	LTH	4.00pm. Chairman to use their discretion regarding an earlier start for JCC depending on the amount of business to be considered.	2
Audit Committee	LTH	6.10pm	4
Standards Committee*	LTH	6.10pm	2

Notes:

(LTH = Lancaster Town Hall)

(MTH = Morecambe Town Hall)

The Appeals Committee is convened as and when necessary at LTH with no set day or time.

*See recommendations from the Constitutional Working Group to increase the number of Council meetings to 9.

**These Committees will begin earlier in the day where additional meetings are convened to hear specific cases.