

# **COUNCIL BUSINESS COMMITTEE**

## **Committee Timetable 2023/2024**

**27 October 2022**

### **Report of the Head of Democratic Services**

#### **PURPOSE OF REPORT**

To consider a timetable of committee meetings for the 2023/24 municipal year.

This report is public.

#### **RECOMMENDATIONS**

- (1) That Members consider the proposed timetable of meetings, times and venues for the 2023/24 municipal year as set out within the report and appendices.**
- (2) That a final schedule of meetings be agreed at this meeting, or, if significant changes are made, that the matter be referred to Council for decision at its next meeting.**

#### **1.0 Background and Introduction**

- 1.1 This Committee's terms of reference include "To agree the annual timetable of Lancaster City Council meetings and any other timetabling issues which may arise." (Constitution Part 2, Section 5, paragraph 8). A draft timetable is therefore presented to Members at this meeting to be finalised. This will allow accommodation to be booked and notice to be given of the proposed dates to Members and officers.

#### **2.0 Proposal**

- 2.1 Proposed start times, venues and number of meetings are shown at Appendix 1. The draft timetable is shown at Appendix 2. It is based on the number of meetings held this municipal year.
- 2.2 It should be noted, however, that where the Personnel Committee and Standards Committee hold hearings in respect of individual cases, which are likely to last for a half day or more, and require the attendance of witnesses and others, such hearings are held during the day. This is because a 6.10pm start time is not practical.

- 2.3 Regarding venues for meetings, it is suggested that some Committees which had been meeting at Morecambe Town Hall can now return to Lancaster Town Hall, such as Budget and Performance Panel and Personnel Committee. Licensing Committee will stay at Morecambe Town Hall instead of returning to Lancaster. Planning Regulatory Committee members were consulted and there was no majority voting for either venue, so it is suggested that this stays at Morecambe Town Hall in the Council Chamber. Professional livestreaming equipment will shortly be installed in the Chamber for full Council meetings and it would make sense to keep the Planning Regulatory Committee meetings there, should the Council ever wish to livestream those meetings in the future. They are the meetings which, generally speaking, have the most public in attendance.
- 2.4 The Joint Consultative Committee of Personnel Committee Members and Trade Union representatives will be held virtually in future as this body is not required to hold face to face meetings, unlike the City Council's other committees.

### 3.0 Conclusion

- 3.1 Members are asked to consider this report and agree a timetable of meeting dates, times, and venues for the 2022/23 municipal year at this meeting. If any significant changes are proposed, to make recommendations to Council.

<b>CONCLUSION OF IMPACT ASSESSMENT</b> (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing) None.	
<b>LEGAL IMPLICATIONS</b> 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.	
<b>FINANCIAL IMPLICATIONS</b> There are no additional financial implications for the proposed draft timetable. The costs of the meetings will be met from existing budgets.	
<b>OTHER RESOURCE IMPLICATIONS</b> , such as Human Resources; Information Services; Property; Open Spaces: None.	
<b>MONITORING OFFICER COMMENTS</b> The Monitoring Officer has been consulted and has no further comments.	
<b>SECTION 151 OFFICER'S COMMENTS</b> The Section 151 Officer has been consulted and has no further comments	
<b>BACKGROUND PAPERS</b> None.	Contact Officer: Debbie Chambers Telephone: 01524 582057 E-mail: dchambers@lancaster.gov.uk

**START TIMES, VENUES AND NUMBER OF MEETINGS**

<b>Meeting</b>	<b>Venue</b>	<b>Start Time</b>	<b>Number of Meetings</b>
Annual Council (Ceremonial)	Ashton Hall	12 noon	1
Annual Council (Business)	MTH	6:00pm	1
Council	MTH	6:00pm	9
Council Business Committee	MTH	6:00pm	3
Cabinet	Alternates: MTH/LTH	6:00pm	9
Overview & Scrutiny Committee	MTH	6:00pm	9
Budget and Performance Panel	LTH	6.10 pm	5
Licensing Committee	MTH	1:00pm	8
Planning Regulatory Committee	MTH	10:30am	13
Personnel Committee	LTH	6:10pm	2
JCC	REMOTE	Flexible	2
Audit Committee	MTH	6:00pm	4
Standards Committee	LTH	6:10pm	2