COUNCIL BUSINESS COMMITTEE

5.00 P.M.

11TH NOVEMBER 2010

PRESENT:-Councillors Karen Leytham (Chairman), June Ashworth (Substitute for Roger
Dennison), Susan Bray (Vice-Chairman), John Gilbert and John Harrison

Apologies for Absence

Councillors Melanie Forrest and Geoff Knight

Officers in attendance:-

Debbie Chambers Democratic Services Manager

17 MINUTES

The Minutes of the Meeting held on 2 September 2010 were agreed as a correct record

18 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN

There were no items of urgent business.

19 DECLARATIONS OF INTEREST

There were no declarations of interest.

20 CITY COUNCIL MEETINGS TIMETABLE AND MEETING TIMES - 2011/12 (Page 1)

(The Democratic Services Manager declared a personal interest in the following item in view of her role managing the Democratic Support team which supports Members' meetings.)

Members received a report from the Chief Executive, asking the Committee to consider the dates, venues and start times of meetings for 2011/12, so that a timetable could be approved for publication. Appended to the report were two versions of the timetable for Members' consideration.

Members discussed their preference for the first version, attached at Appendix B to the report, which had been prepared following the same principles as the 2010/11 timetable. It was noted that the number of Cabinet, Council Overview and Scrutiny Committee and Budget and Performance Panel meetings had been cut in the second version (Appendix C to the report) and the Committee felt this would have a detrimental effect in several areas. Points raised included:-

- Fewer Council meetings would mean fewer opportunities for backbench participation in Council and public speaking.
- Holding the Cabinet to account would be more difficult with fewer scrutiny meetings.
- Fewer scrutiny meetings would probably mean longer scrutiny meetings and,

with a 6pm start, these would finish very late in the evening.

• Cabinet meetings were already quite lengthy and having fewer meetings would be likely to increase the size of the agendas.

Members also felt that potential cost savings would be small if meetings were fewer because the remaining meetings were likely to be of longer duration. So the cost benefit did not seem to outweigh the disadvantages of losing meetings from the timetable.

The Committee also considered the future of Special Council meetings and it was felt that these should be timetabled for alternate years, the next meeting being in October 2012.

It was noted that the Council Business Committee's terms of reference included the power to agree the annual timetable of meetings although, in practice, the Committee usually recommended a timetable to full council for approval. In view of the Committee's delegated power and the fact that elections would be held before the timetable came into force, Members felt that a referral on to full council would not be appropriate this year.

Several minor amendments to the preferred timetable were debated and agreed upon.

(The final agreed versions of the list of venues and start times for meetings and the meetings timetable are appended to these minutes.)

Resolved:

- (1) That the start time of Council Business Committee meetings be moved from 5pm to 6pm.
- (2) That the JCC meeting timetabled for 8 June 2011 be moved to 14 June 2011.
- (3) That the Cabinet meeting timetable for 2 August 2011 be moved to 26 July 2011.
- (4) That the Special Council meeting timetabled for 12 October 2011 be removed and the next Special Council meeting be arranged for a date in October 2012.
- (5) That the Planning Site Visit timetabled for 24 April 2012 be moved to 23 April 2012.
- (6) That the Committee approves the timetable attached as Appendix B to the report, subject to the above amendments.

Chairman

(The meeting ended at 5.15 p.m.)

Any queries regarding these Minutes, please contact Debbie Chambers, Democratic Services - 01524 582057 - dchambers@lancaster.gov.uk

Page 1

Minute Item 20

APPENDIX A

Meeting	Start Time	Venue
Annual Council (Ceremonial)	12 noon	LTH
Annual Council (Business)	6.00 p.m.	MTH
Council	2.00 p.m.	MTH
Council Business Committee	6.00 p.m.	MTH
Audit Committee	6.00 p.m.	MTH
Budget and Performance Panel	6.00 p.m.	LTH
Cabinet	10.00 a.m.	LTH/MTH alternating
Licensing Regulatory Committee	1.00 p.m.	LTH
Licensing Act Committee	2.00 p.m.	LTH
Overview and Scrutiny Committee	6.00 p.m.	MTH
Personnel Committee	4.30 p.m.	LTH
Planning and Highways Regulatory	10.30 a.m.	LTH
Committee		(The meeting will return to MTH once works to enhance the Council Chamber have been undertaken).
Standards Committee	10.00 a.m.	LTH

Venues and Start Times of Meetings (as agreed by Council Business Committee 11 November 2010)

							1	1							1			Pa	ag	e	2																— т	
		Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue
	May		1	2	3	4			7 Bank Hol	8	6	10	11 Annual Council		5	14 Annual Business Council	15	16	17	18		90	21	22	23	24	25	47		28	29	30	s 31					
APPENDIX B	April								2 Planning	3	4	5 Member Briefing	6 Bank Holiday			9 Bank Holiday	10 Personnel	11 Council	12	13		4	16	17 Cabinet	18 Audit	19 Standards	20	7		23 Planning SV	24 Budget and Performance Panel	25 Overview and Scrutiny Comm	26 Council Business Committee	27		29	30 Planning	
	March				1 Member Briefing	2			5 Planning	9	7 Overview and Scrutiny Comm	∞	6			12	13 Cabinet	14 JCC	15 Council Business Committee	16			19	20	21	22 Licensing Act	23	t		26 Planning SV	27 Budget & Performance Panel	28	29 Licensing Reg	30				
2012	February			1 Council	2 Member Briefing	3			6 Planning	7	8	6	10		61	13	14 Cabinet	15	16 Licensing Reg	17		61	20	21 Budget & Performance Panel	22	23	24	50		27 Planning SV	28	29 Budget Council						
2010)	January								2 Bank Holiday	3 Planning SV	4	5 Licensing Reg / Member Briefing	6			9 Planning	10	11 JCC	12 Council Business Committee	13		2	16	17 Cabinet	18 Audit	19 Standards	20	15		23	24 Budget & Performance Panel	25 Overview and Scrutiny Com	26 Licensing Act	27			30 Planning SV	31 Personnel
ommittee 11 November 2010)	December				1 Member Briefing	2		4	5 Planning SV	6 Cabinet	7 Overview & Scrutiny Committee	∞	6			12 Planning	13	14 Council	15	16			19	20	21	22	23	12		26 Bank Holiday	27 Bank Holiday	28	29	30				
	November		1	2 Overview & Scrutiny Com	3 Member Briefing	4		¢	7 Planning SV	8 Cabinet	9	10 Council Business Cttee	11		2	14 Planning	15	16 Council	17 Licensing Reg	18		8	21	22	23	24 Licensing Act	25	90		28	29 Budget and Performance Panel	30						
Business C	October							5	3	4 Cabinet	5 Overview and Scrutiny Com	6 Standards/ Member Briefing	7			10 Planning SV	11 Personnel	12	13 Licensing Reg	14			17 Planning	18 Budget & Performance Panel	19	20	21	8		24	25	26	27	28			31	
(as agreed by Council Business	September				1 Council Bus Com/ Licensing Reg	2			5	6 Cabinet	7 Overview and Scrutiny Com	8 Member Briefing	6	Ŷ.	4	12 Planning SV	13	14 Council	15 JCC	16			19 Planning	20	21 Audit	22 Licensing Act	23	The second se		26	27	28	29	30				
(as agreed	August	1	2	3	4	5		5	8	6	10	11	12		14	15 Planning SV	16	17	18	19		Ŧ	22 Planning	23	24	25	26			29 Bank Hol	30 Budget and Performance Panel	31						
2011/2012 2011	July					1			4	5 Cabinet	6	7 Member Briefing	8		01	11	12 Budget & Performance Panel	13 Overview and Scrutiny Committee	14 Licensing Act	15			18 Planning SV	19	20 Council	21 Licensing Reg	22	23	The second se	25 Planning	26 Cabinet	27	28	29				
MEETINGS TIMETABLE 2011/2012 2011	June			1 Planning SV	2	3			6 Planning	7 Cabinet/ Budget & Performance Panel	8 Overview & Scrutiny Committee	9 Licensing Reg	10			13	14 JCC	15 Council	16 Standards	17		2	20 Planning SV	21	22	23 Licensing Act	24	46		27 Planning	28 Personnel	29 Audit	30 Council Bus Com					
MEETINGS	May								2 Bank Hol	3	4	5 CITY ELECTIONS/ REFERENDUM	6			6	10	11	12	13		1	16	17	18	19	20 Annual Council	5		23 Business Council	24	25	26	27			30 Bank Hol	31
		Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue