



Committee: COUNCIL BUSINESS COMMITTEE

Date: THURSDAY, 11 NOVEMBER 2010

Venue: MORECAMBE TOWN HALL

Time: 5.00 P.M.

A G E N D A

1. **Apologies for Absence**

2. **Minutes**

Minutes of meeting held on 2nd September 2010 (previously circulated).

3. **Items of Urgent Business Authorised by the Chairman**

4. **Declarations of Interest**

5. **City Council Meetings Timetable and Meeting Times - 2011/12 (Pages 1 - 7)**

Report of the Chief Executive.

ADMINISTRATIVE ARRANGEMENTS

(i) **Membership**

Councillors Karen Leytham (Chairman), Susan Bray (Vice-Chairman), Roger Dennison, Melanie Forrest, John Gilbert, John Harrison and Geoff Knight

(ii) **Substitute Membership**

Councillors June Ashworth, Abbott Bryning, Chris Coates, Jean Dent, Joyce Pritchard and Malcolm Thomas

(iii) **Queries regarding this Agenda**

Please contact Debbie Chambers, Democratic Services - 01524 582057 - dchambers@lancaster.gov.uk.

(iv) **Changes to Membership, substitutions or apologies**

Please contact Members' Secretary, telephone 582170, or alternatively email memberservices@lancaster.gov.uk.

MARK CULLINAN,
CHIEF EXECUTIVE,
TOWN HALL,
DALTON SQUARE,
LANCASTER LA1 1PJ

COUNCIL BUSINESS COMMITTEE

**City Council Meetings Timetable
and Meeting Times - 2011/12**

11th November 2010

Report of the Chief Executive

PURPOSE OF REPORT

To consider and agree a timetable of meetings and meeting times for the year 2011/12 for publication purposes.

This report is public.

RECOMMENDATIONS

- (1) That consideration be given to the dates, venues and start times of meetings in order that a timetable of meetings for 2011/12 can be approved, as set out in the Appendices of the report.

1.0 Timetable

- 1.1 The Committee is advised that two versions of the 2011/12 timetable of meetings have been prepared. These are appended to the report for consideration.

The first version, attached at Appendix B, has been prepared following the same principles as last year in terms of frequency of meetings with a recess over August and a short break at Christmas. Minor alterations to the dates of some meetings have been made where external deadlines have to be met. The number of meetings for each Committee is as follows:

<u>Committee</u>	<u>Number of meetings per year</u>
Audit	4
Full Council	11 (including Annual, Budget and Special Councils)
Council Business Committee	6
Cabinet	11
Personnel	4 (with additional meetings called as required)
JCC	4
Planning Regulatory	13
Licensing Regulatory	8
Licensing Act	6 (with Sub-Committees called as required)
Overview & Scrutiny Committee	9
Budget & Performance Panel	9

Standards 4 (with additional meetings called as required)

- 1.2 The Committee may also wish to consider the future of the Special Council meetings usually scheduled for October. The draft timetable includes a meeting scheduled for 12th October 2011. Members may recall that in January 2009, the Committee resolved “that the Special Council meeting due to take place in October 2009 be cancelled as a cost cutting exercise in view of the Council’s financial position” and to reinstate the meeting in 2010/11. Whilst the meeting was re-instated this year, to provide an information event for those interested in standing for election to the Council in May 2011, Members may feel, in view of the Council’s current financial position, that Special Council should become a biennial event, or one that is considered year by year taking into account the Council’s financial position at the time.
- 1.3 The number of meetings for Council set out in paragraph 1.1 includes the Special Council Meeting to be held during Local Democracy Week in line with the Constitution and as previously determined by this Committee. As in the previous year it is also suggested that the date for the 2011/12 Annual Council be fixed at this stage to enable advance arrangements and publicity to commence. Members are advised that Annual Council, in accordance with legislation, must be held in either March, April or May once a year, but not beyond these months.
- 1.4 The Budget Council has for many years been held during the last week of February. However, this was been moved to a later date in the last 2 years and now fits with other local authority tax setting timescales.
- 1.5 Efforts have been made to avoid school holidays wherever possible, although on occasions, due to the need to arrange meetings to report to each other and the requirements of the budget setting process, this is not always the case. Further, in accordance with the previous wishes of the Committee, an August recess has been maintained with the only meetings timetabled being Planning and Cabinet, which have been set later in the month to maintain the frequency of meetings.
- 1.6 The Budget and Performance Panel and Overview and Scrutiny Committee have been timetabled so that the Panel meets prior to Overview and Scrutiny meetings on the Meetings Timetable for 2011/12. Meeting timescales for the Budget and Performance Panel should be informed by the performance management framework and meetings of the Panel have been timetabled, but may be reviewed further in line with any changes to the Council’s framework.
- 1.7 With regard to Audit Committee Members should note that the meeting scheduled for the end of June has been included as it is required to approve the closure of accounts by the deadline of 30th June each year.
- 1.8 Members are advised that an additional meeting of the Planning Committee has been included at the end of April to ensure that planning applications are considered on a regular basis. Site visits for this Committee are usually held on the Monday prior to the meeting. Unfortunately, because of Bank Holidays, it has not been possible for this to be maintained throughout the year and alternative dates have been timetabled.

- 1.9 In accordance with the wishes of this Committee in setting the previous timetable Member Briefings have been timetabled on the 1st Thursday in every month, with the exception of May when the City Council Elections will be held and June when it is anticipated that there will be an Induction Programme for new Members of the Council, with arrangements being made nearer the time. The venue for the timetabled Briefings will alternate between Lancaster and Morecambe, subject to room availability. It should be noted that the Briefings are not formal meetings, or part of the Council's decision-making process, with no requirement for agenda or minutes.
- 1.10 The second timetable, attached at Appendix C, is an alternative model of the 2011/12 Timetable of Meetings, which includes only 6 meetings each of Budget and Performance Panel, Cabinet, Council and Overview and Scrutiny Committee. Other meetings would continue with the same number of meetings per Municipal Year. It is anticipated that, with fewer meetings, the remaining meetings would be longer in duration, but would enable Members to undertake more Ward work. There may also be some small cost savings and Members may wish to consider this in view of the Council's current financial position.
- 1.11 The Committee is requested to consider the timetable and times of meetings for 2011/12, as set out in the Appendices to the report.

2.0 Consultation

- 2.1 Officers have also been consulted to ensure that meetings are held on appropriate dates and for external deadlines to be met.

3.0 Conclusions

- 3.1 The timetable of meetings for 2011/12, attached at Appendix B, incorporates the resolutions of Council last year and follows the same principles in terms of frequency of meetings. The timetable, attached at Appendix C, proposes only 6 meetings each of Budget and Performance Panel, Cabinet, Council and Overview and Scrutiny Committee and is an alternative model for the Committee to consider. Members are requested to consider the timetables appended to the report.
- 3.2 This Committee has delegated power to agree the timetable and related issues on behalf of full Council. However, in previous years the Committee has decided to make recommendations to full Council to ensure that all Members have every opportunity to make their views known on this matter. In view of 2011 being a Local Government Election year Members are asked whether they feel that referring the 2011/12 timetable to full Council is appropriate.

CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

None.

FINANCIAL IMPLICATIONS

There are no additional financial implications to the retention of the meetings timetable as set out in this report. The cost of holding the meetings included in this timetable can be met from the existing Democratic Representation budgets.

There may be some resource and financial savings involved in reducing the number of meetings. However It is not possible to quantify these with any great certainty but if an alternative timetable was agreed these would then be calculated and any resultant savings would be built into future years' budgets as part of the 2011/12 budget process.

SECTION 151 OFFICER'S COMMENTS

The S151 Officer has been consulted and has no further comments.

LEGAL IMPLICATIONS

It is a legal requirement that the 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.

If changes were to be made to the start times of meetings consideration may need to be given, in some circumstances, to amendments to other elements of the Constitution, particularly where a given timescale is set out for the production of Minutes (i.e. Cabinet minutes etc).

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: smetcalfe@lancaster.gov.uk
Ref: Sjm

APPENDIX A

Venues and Start Times of Meetings

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	5.00 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 Committee	10.30 a.m.	LTH (The meeting will return to MTH once works to enhance the Council Chamber have been undertaken).
Standards Committee	10.00 a.m.	LTH

MEETINGS TIMETABLE 2011/2012

APPENDIX B

2012

	May	June	July	August	September	October	November	December	January	February	March	April	May
Mon				1									
Tue				2 Cabinet			1						1
Wed		1 Planning SV		3			2 Overview & Scrutiny Com			1 Council			2
Thur		2		4	1 Council Bus Comr Licensing Reg		3 Member Briefing			2 Member Briefing	1 Member Briefing		3
Fri		3	1	5	2		4	2		3	2		4
Sat		4	2	6	3	1	5	3		4	3		5
Sun		5	3	7	4	2	6	4		5	4		6
Mon	2 Bank Hol	6 Planning	4	8	5	3	7 Planning SV	5 Planning SV	2 Bank Holiday	6 Planning	5 Planning	2 Planning	7 Bank Hol
Tue	3	7 Cabinet/ Budget & Performance Panel	5 Cabinet	9	6 Cabinet	4 Cabinet	8 Cabinet	6 Cabinet	3 Planning SV	7	6	3	8
Wed	4	8 JCC/ Overview & Scrutiny Committee	6	10	7 Overview and Scrutiny Com	5 Overview and Scrutiny Com	9	7 Overview & Scrutiny Committee	4	8	7 Overview and Scrutiny Comm	4	9
Thur	5 CITY ELECTIONS/ REFERENDUM	9 Licensing Reg	7 Member Briefing	11	8 Member Briefing	6 Standards/ Member Briefing	10 Council Business Ctee	8	5 Licensing Reg/ Member Briefing	9	8	5 Member Briefing	10
Fri	6	10	8	12	9	7	11	9	6	10	9	6 Bank Holiday	11 Annual Council
Sat	7	11	9	13	10	8	12	10	7	11	10	7	12
Sun	8	12	10	14	11	9	13	11	8	12	11	8	13
Mon	9	13	11	15 Planning SV	12 Planning SV	10 Planning SV	14 Planning	12 Planning	9 Planning	13	12	9 Bank Holiday	14 Annual Business Council
Tue	10	14	12 Budget & Performance Panel	16	13	11 Personnel	15	13	10	14 Cabinet	13 Cabinet	10 Personnel	15
Wed	11	15 Council	13 Overview and Scrutiny Committee	17	14 Council	12 Sp Council	16 Council	14 Council	11 JCC	15	14 JCC	11 Council	16
Thur	12	16 Standards	14 Licensing Act	18	15 JCC	13 Licensing Reg	17 Licensing Reg	15	12 Council Business Committee	16 Licensing Reg	15 Council Business Committee	12	17
Fri	13	17	15	19	16	14	18	16	13	17	16	13	18
Sat	14	18	16	20	17	15	19	17	14	18	17	14	19
Sun	15	19	17	21	18	16	20	18	15	19	18	15	20
Mon	16	20 Planning SV	18 Planning SV	22 Planning	19 Planning	17 Planning	21	19	16	20	19	16	21
Tue	17	21	19	23	20	18 Budget & Performance Panel	22	20	17 Cabinet	21 Budget & Performance Panel	20	17 Cabinet	22
Wed	18	22	20 Council	24	21 Audit	19	23	21	18 Audit	22	21	18 Audit	23
Thur	19	23 Licensing Act	21 Licensing Reg	25	22 Licensing Act	20	24 Licensing Act	22	19 Standards	23	22 Licensing Act	19 Standards	24
Fri	20 Annual Council	24	22	26	23	21	25	23	20	24	23	20	25
Sat	21	25	23	27	24	22	26	24	21	25	24	21	26
Sun	22	26	24	28	25	23	27	25	22	26	25	22	27
Mon	23 Business Council	27 Planning	25 Planning	29 Bank Hol	26	24	28	26 Bank Holiday	23	27 Planning SV	26 Planning SV	23	28
Tue	24	28 Personnel	26	30 Budget and Performance Panel	27	25	29 Budget and Performance Panel	27 Bank Holiday	24 Budget & Performance Panel	28	27 Budget & Performance Panel	24 Planning SV/ Budget and Performance Panel	29
Wed	25	29 Audit	27	31	28	26	30	28	25 Overview and Scrutiny Com	29 Budget Council	28	25 Overview and Scrutiny Comm	30
Thur	26	30 Council Bus Com	28	29	29	27	31	29	26 Licensing Act	29 Licensing Reg	29 Licensing Reg	26 Council Business Committee	31
Fri	27		29		30	28		30	27		30	27	
Sat	28		30		31	29		31	28		31	28	
Sun	29		31		31	30		30	29		30	29	
Mon	30 Bank Hol								30 Planning SV			30 Planning	
Tue	31								31 Personnel				

MEETINGS TIMETABLE 2011/2012

APPENDIX C

2012

	May	June	July	August	September	October	November	December	January	February	March	April	May
Mon			1										
Tue			2 Cabinet				1						1
Wed		1 Planning SV	3				2			1 Council			2
Thur		2	4	1 Council Bus Com/ Licensing Reg			3 Member Briefing	1 Member Briefing		2 Member Briefing	1 Member Briefing		3
Fri		3	5	5			4	2		3	2		4
Sat		4	6	6			5	3		4	3		5
Sun		5	7	7			6	4		5	4		6
Mon	2 Bank Hol	6 Planning	8	8			7 Planning SV	5 Planning SV	2 Bank Holiday	6 Planning	5 Planning	2 Planning	7 Bank Hol
Tue	3	7 Cabinet	9	9		4 Cabinet	8	6 Cabinet	3 Planning SV	7	6	3	8
Wed	4	8 JCC	10	10	7 Overview and Scrutiny Com	5 Overview and Scrutiny Com	9	7 Overview & Scrutiny Committee	4	8	7 Overview and Scrutiny Comm	4	9
Thur	5 CITY ELECTIONS/ REFERENDUM	9 Licensing Reg	11	11	8 Member Briefing	6 Standards/ Member Briefing	10 Council Business Cttee	8	5 Licensing Reg / Member Briefing	9	8	5 Member Briefing	10
Fri	6	10	12	12	9	7	11	9	6	10	9	6 Bank Holiday	11 Annual Council
Sat	7	11	13	13	10	8	12	10	7	11	10	7	12
Sun	8	12	14	14	11	9	13	11	8	12	11	8	13
Mon	9	13	15	15	12 Planning SV	10 Planning SV	14 Planning	12 Planning	9 Planning	13	12	9 Bank Holiday	14 Annual Business Council
Tue	10	14	16	16	13	11 Personnel	15	13	10	14 Cabinet	13	10 Personnel	15
Wed	11	15	17	17	14	12 Sp Council	16	14	11	15	14 JCC	11	16
Thur	12	16 Standards	18	18	15 JCC	13 Licensing Reg	17 Licensing Reg	15	12 Council Business Committee	16 Licensing Reg	15 Council Business Committee	12	17
Fri	13	17	19	19	16	14	18	16	13	17	16	13	18
Sat	14	18	20	20	17	15	19	17	14	18	17	14	19
Sun	15	19	21	21	18	16	20	18	15	19	18	15	20
Mon	16	20 Planning SV	22	22	19 Planning	17 Planning	21	19	16	20	19	16	21
Tue	17	21	23	23	20	18 Budget & Performance Panel	22	20	17	21 Budget & Performance Panel	20	17 Cabinet	22
Wed	18	22	24	24	21 Audit	19	23	21	18 Audit	22	21	18 Audit	23
Thur	19	23 Licensing Act	25	25	22 Licensing Act	20	24 Licensing Act	22	19 Standards	23	22 Licensing Act	19 Standards	24
Fri	20 Annual Council	24	26	26	23	21	25	23	20	24	23	20	25
Sat	21	25	27	27	24	22	26	24	21	25	24	21	26
Sun	22	26	28	28	25	23	27	25	22	26	25	22	27
Mon	23 Business Council	27 Planning	29	29	26	24	28	26	23	27 Planning SV	26 Planning SV	23	28
Tue	24	28 Personnel	30	30	27	25	29	27	24 Budget & Performance Panel	28	27 Budget & Performance Panel	24 Planning SV	29
Wed	25	29 Audit	31	31	28	26	30	28	25 Overview and Scrutiny Com	29 Budget Council	28	25	30
Thur	26	30 Council Bus Com	28	28	29	27	31	29	26 Licensing Act	30	29 Licensing Reg Committee	26	31
Fri	27		29	29	30	28	31	30	27	30	30	27	
Sat	28		30	30	31	29		31	28	31	31	28	
Sun	29		31	31	30	30		30	29	30	30	29	
Mon	30 Bank Hol				31				30 Planning SV			30 Planning	
Tue	31								31 Personnel				