



Committee: COUNCIL BUSINESS COMMITTEE

Date: THURSDAY, 10 DECEMBER 2020

Venue: THIS WILL BE A VIRTUAL MEETING

Time: 6.00 P.M.

A G E N D A

1. **Apologies for Absence**

2. **Minutes**

Minutes of meeting held on 18 November 2020 (previously circulated).

3. **Items of urgent business authorised by the Chair**

4. **Declarations of Interest**

To receive declarations by Councillors of interests in respect of items on this Agenda.

Councillors are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Whilst not a legal requirement, in accordance with Council Procedure Rule 9 and in the interests of clarity and transparency, Councillors should declare any disclosable pecuniary interests which they have already declared in the Register, at this point in the meeting.

In accordance with Part B Section 2 of the Code of Conduct, Councillors are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

5. **Committee Timetable 2021/22 (Pages 3 - 6)**

Report of the Head of Democratic Services.

ADMINISTRATIVE ARRANGEMENTS

(i) **Membership**

Councillors Joyce Pritchard (Chair), Victoria Boyd-Power, Darren Clifford, Joan Jackson, Paul Stubbins, David Whitaker and (Labour)

(ii) Substitute Membership

Councillors June Greenwell (Substitute), Mel Guilding (Substitute), Mandy King (Substitute), Geoff Knight (Substitute), Abi Mills (Substitute), Jack O'Dwyer-Henry (Substitute) and Joanna Young (Substitute)

(iii) Queries regarding this Agenda

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

(iv) Changes to Membership, substitutions or apologies

Please contact Democratic Support, telephone 582170, or alternatively email democraticsupport@lancaster.gov.uk.

KIERAN KEANE,
CHIEF EXECUTIVE,
TOWN HALL,
DALTON SQUARE,
LANCASTER, LA1 1PJ

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COUNCIL BUSINESS COMMITTEE

Committee Timetable 2021/2022

10 December 2020

Report of the Head of Democratic Services

PURPOSE OF REPORT

To consider a timetable of committee meetings for the 2021/22 municipal year.

This report is public.

RECOMMENDATIONS

- (1) That Members consider the proposed timetable of meetings, times and venues for the 2021/22 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 meeting in January 2021.

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. The timing of Cabinet meetings has been brought forward to 5pm from 6pm.
- 2.2 The Council has been using Teams Live Events for remote meetings since the first 'lockdown' and this is expected to continue until it is safe to return to the Council Chamber and Committee Rooms to hold meetings in public again. With this in mind, the venues we formerly used have been given in Appendix 1.
- 2.3 The draft timetable was sent around for Members' comments in November. The following comments were received for the Committee's consideration:-
 - A suggestion to bring forward the start time of full Council meetings to 5pm from 6pm. This was not supported when Members were consulted. 19

Members responded in total; 14 were against an earlier start, as this would cause difficulties for working Councillors and for Councillors with certain health conditions. 3 Councillors were in favour of the change and 2 felt that a 5pm start was fine for remote meetings but that 6pm starts should resume once meetings in persons re-started. It is therefore recommended that the start time for full Council meetings should remain at 6pm.

- There was a suggestion that the Budget Council meeting, scheduled for 23 February 2022 should be held in the daytime, as budget meetings tend to be the longest. However, there was some dissent to this suggestion, as the budget meeting is an important one, and again not all working Councillors can attend a lengthy daytime meeting. Whilst the Ceremonial Council meeting for Mayor-making is traditionally held during the daytime, and this was put forward as a reason to hold the budget meeting during the day, it should be noted that full attendance is never achieved at the Ceremonial Council meeting.
- Regarding the 6.10pm start for meetings which were held at Lancaster Town Hall. It would seem reasonable to bring these in line with other start times (6pm) whilst the Council is holding remote meetings, but to re-introduce the 6.10pm start time when meetings return to Lancaster Town Hall. The 6.10pm start time was introduced several years ago, at Members' request, to reduce parking charges.

3.0 Conclusion

- 3.1 Members are asked to consider this report and agree a timetable of meeting dates, times, and venues for the 2021/22 municipal year at this meeting. If any significant changes are proposed, it is recommended that a revised draft be put to full Council on 27 January 2021.

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

Start Times/Venues/Number of meetings 2021/22

Meeting	Venue when not held remotely	Start Time	Number of meetings
Annual Council (Ceremonial)	Ashton Hall, LTH	12 noon	1
Annual Council (Business)	MTH	6.00pm	1
Council	MTH	6.00pm	9 (including budget council)
Council Business Committee	MTH	6.00pm	3
Cabinet	Alternating between LTH/MTH	6.00pm	9
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.	6.00pm remotely, 6.10pm in person	5
Licensing Committee	LTH	1.00pm	8
Planning Regulatory Committee	LTH	10.30am	13
Personnel Committee*	LTH	6.00pm remotely, 6.10pm in person	2
JCC	LTH	4.00pm	2
Audit Committee	LTH	6.00pm remotely, 6.10pm in person	4
Standards Committee*	LTH	6.00pm remotely, 6.10pm in person	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.

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

DRAFT COMMITTEE TIMETABLE 2021/22

Appendix 2

	May 2021	June	July	August	September	October	November	December	January 2022	February	March	April	May	
Mon							1 Planning Site Visit							Mon
Tue		1					2			1 Budget & Perf Panel - MTH	1 Cabinet LTH			Tue
Wed		2			1		3	1		2	2			Wed
Thu		3 Licensing	1 Licensing				4	2		3 Licensing	3 Council Business Committee			Thu
Fri		4	2		3	1	5	3		4	4	1		Fri
Sat	1	5	3		4	2	6	4	1	5	5	2		Sat
Sun	2	6	4	1	5	3	7	5	2	6	6	3	1	Sun
Mon	3 Bank Holiday	7	5 JCC	2	6 Planning Site Visit	4 Planning Site Visit	8 Planning JCC	6 Planning	3 Bank Holiday	7	7	4	2 Bank Holiday	Mon
Tue	4	8 Cabinet MTH	6 Budget and Performance Panel	3	7	5	9 Budget and Performance Panel	7 Cabinet MTH	4	8 Cabinet MTH	8	5	3	Tue
Wed	5	9	7	4 Overview and Scrutiny	8	6	10 Council	8 Overview and Scrutiny Committee	5 Planning Site Visit	9 Overview and Scrutiny Committee	9 Overview and Scrutiny Committee	6	4	Wed
Thu	6 LANCASHIRECC / PCC ELECTIONS	10	8 Standards	5	9	7 Licensing	11	9	6 Licensing	10	10	7	5	Thu
Fri	7	11	9	6	10	8	12	10	7	11	11	8	6	Fri
Sat	8	12	10 Freeman's Court	7	11	9	13	11	8	12	12	9	7	Sat
Sun	9	13	11	8	12	10	14 Remembrance Sunday	12	9	13	13	10	8	Sun
Mon	10	14 Planning Site Visit	12 Planning Site Visit	9 Planning Site Visit	13 Planning	11 Planning	15	13	10 Planning	14	14 Commonwealth Flag Raising	11	9	Mon
Tue	11	15	13 Cabinet LTH	10	14 Cabinet MTH	12	16	14	11	15	15 Budget and Performance Panel	12 Cabinet MTH	10	Tue
Wed	12	16	14	11	15 Overview and Scrutiny Committee	13	17	15 Council	12	16	16 Council	13	11	Wed
Thu	13	17 Council Bus Com	15	12	16	14	18 Licensing	16	13 Standards	17	17 Licensing	14	12	Thu
Fri	14 Annual Council	18	16	13	17	15	19	17	14	18	18	15 Bank Holiday	13 Annual Council	Fri
Sat	15	19	17	14	18	16	20	18	15	19	19	16	14	Sat
Sun	16 Mayor's Sunday	20	18	15	19	17	21	19	16	20	20	17	15 Mayor's Sunday	Sun
Mon	17 Planning site visit	21 Planning	19 Planning	16 Planning	20	18	22	20	17	21 Planning Site Visit	21 Planning Site Visit	18 Bank Holiday	16 Business Council	Mon
Tue	18	22	20 Personnel	17	21	19	23 Personnel	21	18 Cabinet LTH	22	22	19 Planning Site Visit	17	Tue
Wed	19	23 Council	21 Audit	18	22	20	24 Audit	22	19 Overview and Scrutiny Committee	23 Budget Council	23 Audit	20 Overview and Scrutiny	18	Wed
Thu	20	24	22	19	23	21	25	23	20	24	24	21	19	Thu
Fri	21	25	23	20	24	22	26	24	21	25	25	22	20	Fri
Sat	22	26	24	21	25	23	27	25	22	26	26	23	21	Sat
Sun	23	27	25	22	26	24	28	26	23	27	27	24	22	Sun
Mon	24 Planning	28	26	23	27	25	29 Planning Site Visit	27 Bank Holiday	24 Planning Site Visit	28 Planning	28 Planning	25 Planning	23	Mon
Tue	25	29	27	24	28 Budget and Performance Panel	26 Cabinet LTH	30	28 Bank Holiday	25		29	26	24	Tue
Wed	26 Audit	30 Overview & Scrutiny Committee	28 Council	25	29 Council	27 Overview and Scrutiny Committee		29	26 Council		30	27 Council	25	Wed
Thu	27		29	26 Licensing	30	28 Council Business Committee		30	27		31	28	26	Thu
Fri	28		30	27		29		31	28			29	27	Fri
Sat	29		31	28		30			29			30	28	Sat
Sun	30			29		31			30				29	Sun
Mon	31 Bank Holiday			30 Bank Holiday					31 Planning				30 Bank Holiday	Mon
Tue				31									31	Tue
	May 2021	June	July	August	September	October	November	December	January 2022	February	March	April	May	