

COUNCIL BUSINESS COMMITTEE

Committee Timetable 2013/14 8th November 2012

Report of Head of Governance

PURPOSE OF REPORT

To approve the timetable of meetings for the 2013/14 municipal year

This report is public

RECOMMENDATION OF THE HEAD OF GOVERNANCE:

That the Committee

- a) **considers whether the next Special Council meeting should be held in October 2013 or 2014**
- b) **agrees and approves the meetings timetable and meeting times for the 2013/14 municipal year**

1.0 Introduction

- 1.1 Council Business Committee has delegated authority to agree the annual timetable of Lancaster City Council meetings. The appended timetable is based on the schedule of meetings held in 2012/13 when, at the request of this Committee, the start times of scheduled Personnel Committee and Standards Committee were changed to 6pm. It should be noted, however, that where these committees 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 as a 6.00pm start is not practical.
- 1.2 Members may wish to consider whether to maintain the timetable as amended, or revert to the traditional starting times of those committees of 4:30pm and 10:00am respectively.
- 1.3 A Special Council meeting has been included in the draft timetable on 16 October 2013. However, on 11 November 2010, this committee expressed the view that Special Council meetings should be timetabled for alternate years only. Prior to this point, Special Council meetings had been an annual event each October. If that view still holds, the next Special Council meeting would be held in October 2014, and members' views are sought on this issue.
- 1.4 The presence of the May Day bank holiday on Monday 6th May 2013 has caused a Planning and Highways Committee meeting to be moved to Tuesday 7th May 2013, with the corresponding site visit on Monday 29th April. That

aside, there are no further peculiarities to observe.

- 1.5 Members may wish to note that elections to Lancashire County Council will take place on Thursday 2nd May 2013, whilst elections to the European Parliament will take place on a currently undetermined date in June 2014.
- 1.6 The current start times and location details for all committees is given at Appendix A to this report. The full schedule is shown at Appendix B.

2.0 Training And Development

- 2.1 It should be noted that the times of training and development events for members has recently been changed to accommodate requests for evening sessions and a cheaper car parking rate. As such, all events now start at 6:10pm, unless they are too long for an evening session. Lengthy sessions will still be held during the day, with as much notice given as practical in the circumstances.

3.0 Conclusion

- 3.1 Members are asked to approve the draft meetings timetable for the 2013/14 municipal year, or to refer any substantive recommendations for change to Council.

CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)
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None.

LEGAL IMPLICATIONS

There are no legal implications.

FINANCIAL IMPLICATIONS

Starting meetings at 6pm would carry some financial implications but it is expected that these would be minimal, e.g. heating and lighting the meeting rooms and staffing the building outside office hours, but only if the meetings continued beyond 7.30 pm.

If Members wished to have food provided before the start of evening meetings, this would be an additional cost, however this is not currently provided for other 6pm meetings.

OTHER RESOURCE IMPLICATIONS

Human Resources:

None.

Information Services:

None.

Property:

None.

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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