

COUNCIL BUSINESS COMMITTEE

Committee Timetable 2014/15 16th January 2014

Report of Chief Officer (Governance)

PURPOSE OF REPORT

To approve the timetable of meetings for 2014/15.

This report is public

RECOMMENDATIONS:

- 1. That the committee agrees the meetings timetable and times for the 2014/15 municipal year;**
- 2. That the committee considers whether to continue with Special Council meetings.**

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 decision made by Council, on Wednesday 11th December 2013, to reduce the number of meetings as follows:

- Council: from 10 to 8
- Cabinet: from 11 to 10
- Standards Committee: from 4 to 2
- Audit Committee: from 4 to 3
- Licensing Act Committee: from 6 to 2
- Budget and Performance Panel: from 9 to 5
- Council Business Committee: from 6 to 3
- Personnel Committee: from 4 to 2

1.2 It was agreed to maintain nine Overview and Scrutiny Committee meetings, whilst Planning and Highways Committee and Licensing Regulatory Committee are unchanged. Council also recommended that Joint Consultative Committee meetings be held on the same day as Personnel Committee, wherever possible.

1.3 In line with the general reduction in meetings, the committee may also like to consider whether to continue to hold Special Council meetings. It is within the terms of reference of this committee to set the agenda and arrangements for a 'special' Council meeting, to be held during the autumn. 'Special' Council meetings were introduced by Council in 2006, specifically for the following purposes:

- consideration of a single topic;
- hearing of an external speaker;
- meeting in assembly or forum;
- consideration of a local, regional or national issue; or
- any other purpose to be determined by Council Business Committee.

In practice, the Council has made this a biennial event in 2008; 2010 and 2012, partly to save costs and partly because a suitable topic did not present itself.

Should the Committee feel that Special Council Meetings should be discontinued, the matter would be referred to Council for a decision, as this would mean a change to the Terms of Reference of this Committee, set out in Part 3, Section 10 of the Constitution.

- 1.4 A Bank Holiday on Monday 5th May 2014 has caused a Planning and Highways Committee meeting to be moved to Tuesday 6th May 2014, likewise a Bank Holiday on Monday 26th May and Cabinet meeting on Tuesday 27th May have resulted in another Planning and Highways Committee meeting being held on Wednesday 28th May, at the usual time and place.
- 1.5 Members may wish to note that European Parliamentary elections will take place on Thursday 22nd May 2014, with Parliamentary, City Council and Parish Council elections taking place on Thursday 7th May 2015.
- 1.6 The committee start times and location details are given at Appendix A to this report, with the timetable at Appendix B.

2.0 Conclusion

- 2.1 Members are asked to approve the draft meetings timetable for the 2014/15 municipal year, and consider the future of Special Council meetings.

<p>CONCLUSION OF IMPACT ASSESSMENT</p>

<p>(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</p>
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<p>None.</p>

<p>LEGAL IMPLICATIONS</p>

<p>There are no legal implications arising from the report.</p>

FINANCIAL IMPLICATIONS

It may be possible to make staff savings through the reduction in the number of meetings, although it should be recognised that this might not be possible if it became the practice for additional meetings to be convened as a matter of routine. For that reason, any potential staff savings cannot be quantified at this stage.

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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