

COUNCIL BUSINESS COMMITTEE

Timetable of Meetings 24th May 2006 Report of Head of Democratic Services

PURPOSE OF REPORT

To consider a timetable of meeting for the Council Business Committee for the forthcoming Municipal Year.

This report is public

1. RECOMMENDATION

That a timetable of Council Business Committee meetings for 2006/07 be agreed.

2. REPORT

- 2.1 The Council produces an annual timetable of meetings in advance of each Municipal Year.
- 2.2 The timetable for 2006/07 was approved by Council on 8th February 2006 prior to the decision to establish the Council Business Committee and no dates have therefore been included for this Committee in the timetable.
- 2.3 Members are requested to consider whether they wish to set a regular series of meetings throughout the year for the Council Business Committee or whether they would prefer that meetings are called on an ad hoc basis.

3. OPTIONS AND OPTIONS ANALYSIS

- 3.1 Option 1 – to include regular meetings within the annual timetable. This is the recommended course of action so that Members can plan accordingly. It is suggested that meetings be arranged on a relatively frequent basis on the understanding that they can be cancelled if there is insufficient business to warrant a meeting. The nature of the terms of reference would indicate that there should not be an undue delay to consideration of the committee's business, but experience over the next six months will enable proper consideration of the frequency in determining the timetable for 2007/08.
- 3.2 Option 2 - to arrange ad hoc meetings as required. Whilst this would mean that meetings were held whenever required it is often difficult to find dates convenient to all Members at short notice.
- 3.3 The current timetable of meetings is attached for ease of reference in determining future dates for the Council Business Committee.

CONCLUSION OF IMPACT ASSESSMENT

(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

There are no direct implications as a result of this report.

FINANCIAL IMPLICATIONS

The cost of any additional meetings can be met by the existing Democratic Representation budget.

SECTION 151 OFFICER'S COMMENTS

The S151 Officer has been consulted and has no comments to add.

LEGAL IMPLICATIONS

The Constitution requires Council to publish an annual timetable of scheduled meetings prior to each Municipal Year. Notice of any additional meetings must be published at least 5 clear days prior to any meeting in accordance with Access to Information legislation, which also requires an agenda listing all proposed business to be published at least 5 clear days prior to any meeting.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no comments to add.

BACKGROUND PAPERS

None

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