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	Contact Officer: Gillian Noall
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	Ref:

2006 MEETINGS TIMETABLE 2006/2007 2007														
	May	June	July	August	September	October	November	December	January	February	March	April	May	
Mon	1 Bank Hol	_	_						1 Bank Hol	_				Mon
Tue	2			1					2				1 Budget and Performance Panel	Tue
Wed	3			2			1 Council		3				2	Wed
Thur	4	1 Licensing Reg		3			2		4 Licensing Reg	1	1		3 ELECTIONS	Thur
Fri	5	2		4	1		3	1	5 Will Pk Bd	2	2		4	Fri
Sat	6	3	1	5	2		4	2	6	3	3		5	Sat
Sun	7	4	2	б	3	1	5	3	7	4	4	1	6	Sun
Mon	8	5	3	7	4	2	6 Planning SV	4	8	5	5	2	7 Bank Hol	Mon
Tue	9	6	4	8	5 Cabinet	3	7 Personnel	5	9 Budget and Performance Panel	6 Personnel	6	3	8	Tue
Wed	10 Annual Council	7 Overview and Scrutiny Committee	5 Overview and Scrutiny Committee	9	6 Overview & Scrutiny Committee	4 JCC	8	6 Council	10 Overview and Scrutiny Committee	7 Council	7 Overview and Scrutiny Committee	4 Overview and Scrutiny Committee	9	Wed
Thur	11 Council	8	6	10	7 Licensing Reg	5 Licensing Reg	9	7	11	8	8	5	10	Thur
Fri	12	9	7	11	8	6	10	8	12	9	9	6 Bank Hol	11	Fri
Sat	13	10	8	12	9	7	11	9	13	10	10	7	12	Sat
Sun	14	11	9	13	10	8	12	10	14	11	11	8	13	Sun
Mon	15 Planning SV	12	10	14 Planning SV	11 Planning SV	9 Planning SV	13 Planning	11 Planning SV	15 Planning SV	12Planning SV	12 Planning SV	9 Bank Hol	14	Mon
Tue	16	13 Budget and Performance Panel	11	15	12 Budget and Performance Panel	10 Cabinet	14 Cabinet	12 Cabinet	16 Cabinet	13 Budget and Performance Panel	13 Budget and Performance Panel	10	15	Tue
Wed	17	14 Council	12 Council	16	13	11 Overview and Scrutiny Comm	15 Overview and Scrutiny Comm	13	17 JCC	14	14	11	16	Wed
Thur	18	15	13	17	14	12	16	14	18	15 Licensing Act	15	12	17	Thur
Fri	19	16 Will Pk Bd	14	18	15	13	17	15	19	16	16	13	18	Fri
Sat	20	17	15	19	16	14	18	16	20	17	17	14	19	Sat
Sun	21	18	16	20	17	15	19	17	21	18	18	15	20	Sun
Mon	22 Planning	19 Planning SV	17 Planning SV	21 Planning	18 Planning	16 Planning	20	18 Planning	22 Planning	19 Planning	19 Planning	16 Planning SV	21	Mon
Tue	23 Cabinet	20 Cabinet	18 Personnel	22	19 Personnel	17 Grants Ctte	21	19 Personnel	23	20 Cabinet	20 Cabinet	17	22	Tue
Wed	24	21 JCC	19	23	20 Audit	18	22	20	24 Audit	21	21 JCC	18 Council	23	Wed
Thur	25 Licensing Act	22	20Licensing Act	24	21	19	23 Licensing Reg	21	25 Licensing Reg	22 Licensing Reg	22 Licensing Reg	19 Licensing Act	24	Thur
Fri	26	23	21	25	22 Will Pk Bd	20	24	22	26	23	23	20	25	Fri
Sat	27	24	22	26	23	21	25	23	27	24	24	21	26	Sat
Sun	28	25	23	27	24	22	26	24	28	25	25	22	27	Sun
Mon	29 Bank Hol	26 Planning	24 Planning	28 Bank Hol	25	23	27	25 Bank Hol	29	26	26	23 Planning	28 Bank Hol	Mon
Tue	30 Personnel	27	25 Cabinet Budget and Performance Panel	29	26	24	28 Budget and Performance Panel	26 Bank Hol	30	27 Grants Ctte	27 Personnel	24 Cabinet	29	Tue
Wed	31	28 Audit	26	30	27 Council	25	29	27	31 Overview and Scrutiny Committee	28 Budget Council	28	25 Audit	30	Wed
Thur		29 Licensing Reg	27 Licensing Reg	31	28 Licensing Act	26 Licensing Reg	30 Licensing Act	28			29	26 Licensing Reg	31	Thur
Fri		30	28		29	27		29			30 Will Pk Bd	27		Fri
Sat			29		30	28		30			31	28		Sat
Sun			30			29		31				29		Sun
Mon			31			30						30		Mon
Tue						31 Budget and Performance Panel								Tue
						Performance Panel								4