

# COUNCIL

## Committee Timetable 2019/2020

19 December 2018

### Report of Council Business Committee

#### PURPOSE OF REPORT

To agree a timetable of committee meetings for the 2019/20 municipal year.

This report is public.

#### RECOMMENDATIONS

- (1) That Council approves the draft 2019/20 timetable (Appendices A and B) for approval with the following suggested revisions:
  - a) That the agenda for the full Council budget meeting in February be limited to consideration of the Budget and Policy Framework proposals only.
  - b) That two additional meetings of full Council be scheduled in future Council calendars towards the end of March and during June (*these have been shown on the draft timetable as 26 June 2019 and 18 March 2020*).
  - c) That a separate full Council meeting be arranged for any substantial agenda items.

#### 1.0 Introduction

- 1.1 Council Business Committee (CBC) has delegated authority to agree the annual timetable of City Council meetings. This year, however, the Constitutional Working Group asked Council to consider including two additional meetings of full Council. CBC agreed with that suggestion and this report is to refer the Committee's recommended timetable for 2019/20 to Council for approval.

#### 2.0 Proposal Details

- 2.1 The appended draft timetable for 2019/20 has been based on the schedule of meetings for 2018/19 with two additional meetings of full Council added in June 2019 and March 2020, as suggested by the CWG.
- 2.2 The number of meetings, committee start times and venue details are provided at Appendix A to this report, with the draft timetable at Appendix B.

### **3.0 Reason for two extra meetings**

3.2 On 2 October 2018, the Constitutional Working Group (CWG) resolved to recommend to full Council:

- (a) That the agenda for the full Council budget meeting in February be limited to consideration of the Budget and Policy Framework proposals only.
- (b) That an additional meeting of full Council be scheduled in March 2019 for consideration of the final version of the new draft Constitution.
- (c) That two additional meetings of full Council be scheduled in future Council calendars towards the end of March and during June.
- (d) That a separate full Council meeting be arranged for any substantial agenda items.

3.3 CBC, at its meeting on 22 November 2018, felt that the agendas for recent Council meetings had been very heavy, with a number of weighty business items to get through. Members agreed that putting back the two extra Council meetings, which had been cut from the timetable several years ago, would assist in keeping agenda manageable.

3.4 CBC accepted all four of the CWG's recommendations. An additional meeting of full Council has therefore been scheduled for 13 March 2019 in accordance with (b). CBC is now recommending to Council that two extra meetings of full Council are scheduled for 26 June 2019 and 18 March 2020.

3.4 With regard to recommendation (d), this is, in fact, already current practice. A number of extraordinary meetings have been held over the years to look at substantial items, such as the Canal Corridor. However, CBC wished to re-affirm this position.

### **4.0 Conclusion**

4.1 Members are asked to consider the draft timetable of meeting dates, times, and venues for the 2019/20 municipal year attached at Appendices A and B.

**CONCLUSION OF IMPACT ASSESSMENT**

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

None.

**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.

**FINANCIAL IMPLICATIONS**

There are no additional financial implications for the above proposals. The costs of the meetings will be met from existing budgets.

**OTHER RESOURCE IMPLICATIONS, such as Human Resources; Information Services; Property; Open Spaces:**

None.

**DEPUTY SECTION 151 OFFICER'S COMMENTS**

The Deputy Section 151 Officer has been consulted and has no further comments.

**MONITORING OFFICER'S COMMENTS**

Monitoring Officer has been consulted and has no further comments.

**BACKGROUND PAPERS**

None.

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## Meeting Start Times/Venues/Number of meetings 2019/20

Appendix A

Meeting	Venue(s)	Start Time	Number of meetings
Annual Council (Ceremonial)	Ashton Hall, LTH	12 noon	1
Annual Council (Business)	MTH	6.30pm	1
Council	MTH	6.00pm	9*
Council Business Committee	MTH	6.00pm	3
Cabinet	Alternating between LTH/MTH	6.00pm	10
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.	6.10pm	5
Licensing Regulatory Committee	LTH	1.00pm	8
Licensing Act Committee	LTH	2.00pm	2
Planning & Highways Regulatory Committee	LTH	10.30am	13
Personnel Committee*	LTH	6.10pm, 'or at the rise of JCC, whichever is the later'.	2
JCC	LTH	4.00pm. Chairman to use their discretion regarding an earlier start for JCC depending on the amount of business to be considered.	2
Audit Committee	LTH	6.10pm	4
Standards Committee*	LTH	6.10pm	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.

\*This reflects the recommendation from the Constitutional Working Group to increase the number of Council meetings to 9.

\*\*These Committees will begin earlier in the day where additional meetings are convened to hear specific cases.