# COUNCIL BUSINESS COMMITTEE

# Meetings Timetable 2007/08 11<sup>th</sup> January, 2007

# **Report of the Chief Executive**

#### **PURPOSE OF REPORT**

To consider the conduct of business for the 2007/08 Annual Council and agree a timetable of meetings for the year 2007/08 for publication purposes.

This report is public.

#### **RECOMMENDATIONS**

- (1) That Members consider the options for conducting the business of the Annual Council meeting in May 2007.
- (2) That the timetable of meetings for 2007/08 be approved, as set out in the Appendix to the report, subject to any amendment as a result of (1) above.
- (3) That the times and venues of meetings for 2007/08 be approved as set out in paragraph 7 of the report.

## 1.0 Introduction

1.1 A timetable of meetings for 2007/08 has been prepared for the most part following the same principles as previous years in terms of frequency of meetings, with a recess over August and a short break at Christmas as follows:

<u>Committee</u>	Number of meetings per year
Full Council	9 (including annual, budget and special Councils)
Cabinet	11
Personnel	7
JCC	4
Audit	4
Planning Regulatory	12
Licensing Regulatory	8 (reduced from 12 see paragraph 2.3)
Licensing Act	6 (with Sub-committees called as required)
Overview & Scrutiny Committee	9
Budget & Performance Panel	9

Efforts have been made to avoid school holidays wherever possible, although on occasions, due to the need to arrange meetings to report to each other this is not always the case.

# 2.0 Proposal Details

#### 2.1 Annual Council

At its meeting, held on 6<sup>th</sup> December 2006, Council after considering the recommendations of the Civic Task Group agreed that Mayor Making become a weekend long, community orientated event, with Annual Council taking place on a Friday (Minute 74 refers).

Whilst there is a significant piece of work to be undertaken to fully implement the decisions of Council in this respect it is intended that some changes can be introduced for 2007, in particular the move to a Friday Mayor Making can easily be accommodated. In view of this decision options for consideration include: -

- (i) making arrangements for the meeting of both Business Council and Mayor Making on the Friday,
- (ii) have the Mayor Making on the Friday with the Business Council the following Monday.

The Officer preferred Option would be (ii). Having the 2 meetings on the same date is difficult to arrange and may be seen to have a negative impact on the Mayor Making event. The splitting of the Mayoral and 'political' business in previous years has worked well.

#### 2.2 Personnel Committee

This has been timetabled in accordance with the previous year, however, Members are advised that additional meetings maybe required to consider issues relating to Fair Pay. Officers advice is that no additional meetings be arranged, but that special meetings be called as and when required.

#### 2.3 Licensing Regulatory

With the amendment of the Terms of Reference and the establishment of the Licensing Act Committee the amount of business for this Committee has reduced and officer advice is to reduce the meetings from 12 to 8 meetings per year. Also with the Committee having fewer extended meetings Members are asked to consider moving the meeting to the more recognised time of 2.00 pm.

# 2.4 Council Business Committee

Members are reminded that this meeting was established during the current year and, at that time, it was agreed that monthly dates be set up and that meetings be cancelled if there was insufficient business. 1 meeting has been arranged each month. Members are advised that 3 out of the 7 meetings have, so far, been cancelled.

Officers therefore suggest that 8 meetings per year be timetabled on a regular 6 weekly cycle. Members are asked to note that extra meetings can be called if required.

The Committee has met at 4pm to date by agreement with those Members appointed to the Committee.

#### 2.5 Standards Committee

In recent years meetings of this Committee have not been timetabled. However, it is felt, in accordance with best practice, that regular meetings of the Committee should be timetabled. Additional meetings of this Committee may have to be called for any Hearings that may need to be considered.

# 2.6 <u>Times and venues of meetings</u>

Council is also requested to confirm the times and venues of scheduled meetings as follows (including the change of Licensing Regulatory Committee as set out in paragraph 2.3:-

Meeting	Time	Venue
Annual Council	12 noon	LTH
Council	2.00 pm	MTH
Cabinet	10.00 am	LTH/MTH
		alternating
Budget and Performance Panel	4.30 pm	LTH
Overview and Scrutiny Committee	6.00 pm	MTH
Planning and Highways Regulatory Committee	10.30 am	MTH
Licensing Regulatory Committee	2.00 pm	LTH
Licensing Act Committee	2.00 pm	LTH
Personnel Committee	2.00 pm	LTH
Audit Committee	6.00 pm	MTH
Council Business Committee	4.00 pm	MTH
Standards Committee	10.00 am	LTH

These are as stated by the Constitution or confirm current practice, divided between Morecambe and Lancaster Town Halls with a variety of start times. Members are advised that Full Council will be requested, at its next meeting, to consider allowing special meetings of Cabinet to be held in alternative venues. There is a need for public engagement, particularly for events such as a possible future Cabinet in the Community event and/or Local Democracy week. Events such as these will encourage members of the public to attend more innovative events and it is suggested that the Constitution be amended to enable such meetings to be held in alternative venues.

Members are asked to consider the options set out in the report in order for the publication of a timetable of meetings for 2007/08.

## **CONCLUSION OF IMPACT ASSESSMENT**

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

None.

#### FINANCIAL IMPLICATIONS

There are no financial implications. The cost of holding the meetings included in this timetable can be met from the Democratic Representation budget.

# **SECTION 151 OFFICER'S COMMENTS**

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

# LEGAL IMPLICATIONS

It is a legal requirement that the Council publishes its timetable of meetings by the commencement of each Municipal Year.

# **MONITORING OFFICER'S COMMENTS**

The Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS Contact Officer: Stephen Metcalfe

**Telephone**: 01524 582073

None. **E-mail:** smetcalfe@lancaster.gov.uk

Ref: Sjm

# **MEETINGS TIMETABLE 2007/2008**

2007

		_	2007		~				_	2008				$\overline{}$
	May	June	July	August	September	October	November	December	January	February	March	April	May	
Mon						1Planning SV								Mon
Tue	1					2			1 Bank Hol			1 Budget & Performance Panel		Tue
Wed	2			1		3 Overview & Scrutiny Comm			2			2		Wed
Thur	3 ELECTIONS	1	1	2		4	1	1	3		1	3 Licensing Reg	1	Thur
Fri	4	1		3		5	2		4	1		4 Will Park Board	2	Fri
Sat	5	2		4	1	6	3	1	5	2	1	5	3	Sat
Sun	6	3	1	5	2	7	4	2	6	3	2	6	4	Sun
Mon	7 Bank Hol	4 Planning	2 Planning	6	3 Planning	8 Planning	5 Planning SV	3 Planning SV	7 Planning SV	4 Planning SV	3 Planning SV	7 Planning SV	5 Bank Hol	Mon
Tue	8	5 Cabinet	3 Cabinet	7	4 Cabinet	9 Cabinet	6 Personnel	4	8	5 Personnel	4	8 Personnel	6 Planning SV	Tue
Wed	9	6 Overview & Scrutiny Committee	4 JCC	8	5 Overview and Scrutiny Com	10 JCC	7 Overview & Scrutiny Panel	5 Council	9	6 Council	5 Overview and Scrutiny Comm	9	7	Wed
Thur	10	7 Licensing Act	5 Council Business Committee	9	6 Licensing Reg	11	8	6	10 Licensing Reg	7	6 Council Business Committee	10 Standards	8	Thur
Fri	11	8	6	10	7	12	9	7	11 Will Park Board	8	7	11	9	Fri
Sat	12	9	7	11	8	13	10	8	12	9	8	12	10	Sat
Sun	13	10	8	12	9	14	11	9	13	10	9	13	11	Sun
Mon	14	11	9	13	10	15	12 Planning	10 Planning	14 Planning	11 Planning	10 Planning	14 Planning	12 Planning	Mon
Tue	15	12 Budget & Performance Panel	10	14	11 Budget and Performance Panel	16	13 Cabinet	11 Cabinet	15	12	11	15	13	Tue
Wed	16	13	11 Overview and Scrutiny Committee	15	12	17	14	12 Overview & Scrutiny Committee	16 JCC	13	12	16 Council	14	Wed
Thur	17	14 Licensing Reg	12	16	13 Standards	18 Licensing Reg	15 Council Business Cttee	13	17 Council Business Committee	14 Licensing Act	13	17 Licensing Act	15	Thur
Fri	18 Annual Council	15	13	17	14	19	16	14	18	15	14	18	16 2008/09 Annual Council	Fri
Sat	19	16	14	18	15	20	17	15	19	16	15	19	17	Sat
Sun	20	17	15	19	16	21	18	16	20	17	16	20	18	Sun
Mon	21 option for Business Council	18	16	20	17	22	19	17	21	18	17	21	19	Mon
Tue	22	19 Personnel	17 Budget & Performance Panel	21	18 Personnel	23 Budget & Performance Panel	20	18 Personnel	22 Cabinet	19 Cabinet	18 Cabinet	22 Cabinet	20	Tue
Wed	23	20 Council	18 Council	22 Audit	19	24	21	19	23 Audit	20	19 JCC	23 Audit	21	Wed
Thur	24	21 Standards	19 Licensing Act	23	20 Council Business Cttee	25	22 Licensing Reg	20	24 Standards	21 Licensing Reg	20	24 Council Business Committee	22	Thur
Fri	25	22	20	24	21	26	23	21	25	22	21 Bank Hol	25	23	Fri
Sat	26	23	21	25	22	27	24	22	26	23	22	26	24	Sat
Sun	27	24	22	26	23	28	25	23	27	24	23	27	25	Sun
Mon	28 Bank Hol	25 Planning SV	23 Planning SV	27 Bank Hol	24	29	26	24	28	25	24 Bank Hol	28	26 Bank Hol	Mon
Tue	29	26	24 Personnel	28 Planning SV	25	30	27 Budget and Performance Panel	25 Bank Hol	29 Budget & Performance Pane	26 Budget & Performance Panel	25	29 Budget and Performance Panel	27	Tue
Wed	30	27 Audit	25	29	26 Council	31 Council	28	26 Bank Hol	30 Overview and Scrutiny Com	27 Budget Council	26	30	28	Wed
Thur	31	28	26 Licensing Reg	30	27 Licensing Act		29 Licensing Act	27	31	28	27		29	Thur
Fri		29 Will Pk Board	27	31	28 Will Pk Board		30	28		29	28		30	Fri
Sat		30	28		29			29			29		31	Sat
Sun			29		30			30			30			Sun
Mon			30 Planning					31			31			Mon
Tue			31 Cabinet											Tue
<u></u>			Budget & P.Panel											