

COUNCIL BUSINESS COMMITTEE

Meetings Timetable 2007/08 11th 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>	<u>Number of meetings per year</u>
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 6th 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 Times and venues of meetings

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

None.

Contact Officer: Stephen Metcalfe

Telephone: 01524 582073

E-mail: smetcalfe@lancaster.gov.uk

Ref: Sjm

