

Committee Timetable 2020/2021

18 December 2019

Report of the Democratic Services Manager

PURPOSE OF REPORT

To consider a timetable of committee meetings for the 2020/21 municipal year.

This report is public.

RECOMMENDATIONS

(1) **That Members consider the proposed timetable of meetings, times and venues for the 2020/21 municipal year as set out within the report and appendices.**

(2) **That a final schedule of meetings be agreed.**

1.0 Introduction

1.1 Rule 2.2 of the Council Procedure Rules in the Constitution states that “at an Ordinary meeting preceding the Annual Meeting the Council will approve a programme of Ordinary meetings for the next municipal year.” This report is put before Councillors to assist in approving the programme of meetings.

2.0 Proposal Details

2.1 The proposed 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 Conclusion

3.1 Members are asked to consider the draft and agree a timetable of meeting dates, times, and venues for the 2020/21 municipal year at this meeting.

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 proposed draft timetable. The costs of the meetings will be met from existing budgets.

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

None.

SECTION 151 OFFICER'S COMMENTS

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

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

None.

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Meeting Start Times/Venues/Number of meetings 2020/21

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	8
Council Business Committee	MTH	6.00pm	3
Cabinet	Alternating between LTH/MTH	6.00pm	9
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 Committee	LTH	1.00pm	8
Planning Regulatory Committee	LTH	10.30am	13
Personnel Committee*	LTH	6.10pm, 'or at the rise of JCC, whichever is the later'.	2
JCC	LTH	5.00pm. 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.

*These Committees may begin earlier in the day if additional meetings are convened to hear specific cases.