

Committee Timetable 2020/2021

29 January 2020

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 revised 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 Background and 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.” A report was put to Council in December 2019, however members were dissatisfied with some aspects of the timetable and it was resolved:

That consideration of the draft Committee timetable for 2020/2021 be deferred and that Councillors provide feedback on the draft timetable to the Democratic Services Manager in order that a revised timetable taking into account any issues raised by Members could be presented at the Council meeting in January 2020.

2.0 Updated Proposal Details

- 2.1 Members have submitted some comments which have been incorporated into revised proposals for the timetable. These are provided in the appendices to this report, with the draft timetable at Appendix B.
- 2.2 In summary, the revisions which reflect comments received are:
 - The date of Christmas Council has been moved from 23 December 2020 to 16 December 2020.
 - The JCC and Personnel meetings which clashed with a Cabinet meeting on 8 December 2020 have been moved to 24 November 2020.
 - A scheduled member briefing has been removed on 7 January 2021 to allow for flexibility around timing of budget briefings for members

- The Standards Committee meeting scheduled for 25 June 2020 has been moved to 9 July 2020.
- The Council meeting scheduled for 19 August 2020 has been changed to 29 July 2020 and this has had a consequential effect on an earlier Council meeting as well. The one scheduled for 8 July 2020 has been moved to 24 June 2020.
- The Cabinet meetings for 23 June and 4 August 2020 have been brought forward to 9 June and 14 July 2020 respectively to fit with Council meetings. This is to allow any Budget and Policy issues, which Cabinet may be required to refer to Council for decision, to be dealt with in a timely manner.
- Regarding meetings times (Appendix A) it is suggested that the Annual Business Council meeting start at 6pm (like other Council meetings at Morecambe Town Hall) rather than 6.30pm as this has often caused confusion.

3.0 Conclusion

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

<p>CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing) None.</p>	
<p>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.</p>	
<p>FINANCIAL IMPLICATIONS There are no additional financial implications for the proposed draft timetable. The costs of the meetings will be met from existing budgets.</p>	
<p>OTHER RESOURCE IMPLICATIONS, such as Human Resources; Information Services; Property; Open Spaces: None.</p>	
<p>SECTION 151 OFFICER'S COMMENTS The Section 151 Officer has been consulted and has no further comments.</p>	
<p>MONITORING OFFICER'S COMMENTS The Section 151 Officer has been consulted and has no further comments.</p>	
<p>BACKGROUND PAPERS None.</p>	<p>Contact Officer: Debbie Chambers Telephone: 01524 582057 E-mail: dchambers@lancaster.gov.uk Ref:</p>

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	6.00pm	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.