

# COUNCIL

## Committee Timetable 2023/2024 14 December 2022 Report of Council Business Committee

### PURPOSE OF REPORT

To consider a timetable of committee meetings for the 2023/24 municipal year.

This report is public.

### RECOMMENDATIONS

- (1) That Members consider the proposed timetable of meetings, times and venues for the 2023/24 municipal year as set out within the report and appendices, noting the points raised by the Committee when it met in October, and the responses from officers in paragraph 2.0 of this report.
- (2) That a final schedule of meetings be agreed at this meeting.

#### 1.0 Background and Introduction

- 1.1 On 27 October, Council Business Committee considered setting a Committee Timetable for the municipal year 2023/24 in accordance with its terms of reference include "To agree the annual timetable of Lancaster City Council meetings and any other timetabling issues which may arise." (Constitution Part 2, Section 5, paragraph 8).
- 1.2 Several issues were raised for officers to address and bring a report to full Council where the timetable could then be considered.

#### 2.0 Proposal

- 2.1 The Committee considered the draft timetable and resolved:
  - (1) That the proposed timetable be referred to Council for final determination subject to the following issues being addressed by officers:
    - (a) That the proposed 26<sup>th</sup> July meeting of Council be moved to the 19<sup>th</sup> July and the meeting of Audit Committee be rescheduled to the 26<sup>th</sup>.
    - (b) That the August meetings of Planning Regulatory and Licensing Committee be rescheduled or removed from the timetable if possible.

- (2) That approval of the permanent move to a remote meeting be confirmed with the Joint Consultative Committee (JCC).
- 2.2 These matters have all been addressed now and the revised draft timetable for council to consider is appended. The Licensing Committee meeting proposed for 24<sup>th</sup> August 2023 has been moved to 7<sup>th</sup> September 2023. The Planning Committee meeting proposed for 14<sup>th</sup> August has been changed to 4<sup>th</sup> September. This has necessitated moving the meeting proposed for 11<sup>th</sup> September to 18<sup>th</sup> September and revising the dates for any sites visits accordingly.
- 2.3 Resolution (2) above referred to a proposal in the report to Council Business Committee that the JCC of Personnel Committee Members and Trade Union representatives should be held virtually in future as this body is not required to hold face to face meetings, unlike the City Council's other committees. The approval of the permanent move to remote meetings has been confirmed with the JCC. The JCC also requested that the meeting proposed for 8<sup>th</sup> November 2023, the same date as full Council, be moved to 1<sup>st</sup> November. This has been reflected on the draft attached.
- 2.4 The Committee also noted that when livestreaming equipment is installed in the Council Chamber, more meetings could be held there so that, in time, as many meetings as possible may be livestreamed to improve accessibility and transparency. Venues are shown on Appendix 1 of this report but may be subject to change if the need arises.

### 3.0 Conclusion

- 3.1 Members are asked to consider this report and agree a timetable of meeting dates, times, and venues for the 2022/23 municipal year at this meeting to enable rooms to be booked and dates to be diarised.

<p><b>CONCLUSION OF IMPACT ASSESSMENT</b> (including Health &amp; Safety, Equality &amp; Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing) None.</p>
<p><b>LEGAL IMPLICATIONS</b> 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><b>FINANCIAL IMPLICATIONS</b> There are no additional financial implications for the proposed draft timetable. The costs of the meetings will be met from existing budgets.</p>
<p><b>OTHER RESOURCE IMPLICATIONS</b>, such as Human Resources; Information Services; Property; Open Spaces: None.</p>
<p><b>MONITORING OFFICER COMMENTS</b> The Monitoring Officer has been consulted and has no further comments.</p>
<p><b>SECTION 151 OFFICER'S COMMENTS</b> The Section 151 Officer has been consulted and has no further comments</p>

**BACKGROUND PAPERS**

None.

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**START TIMES, VENUES AND NUMBER OF MEETINGS**

<b>Meeting</b>	<b>Venue</b>	<b>Start Time</b>	<b>Number of Meetings</b>
Annual Council (Ceremonial)	Ashton Hall	12 noon	1
Annual Council (Business)	MTH	6:00pm	1
Council	MTH	6:00pm	9
Council Business Committee	MTH	6:00pm	3
Cabinet	Alternates: MTH/LTH	6:00pm	9
Overview & Scrutiny Committee	MTH	6:00pm	9
Budget and Performance Panel	LTH	6.10 pm	5
Licensing Committee	MTH	1:00pm	8
Planning Regulatory Committee	MTH	10:30am	13
Personnel Committee	LTH	6:10pm	2
JCC	REMOTE	Flexible	2
Audit Committee	MTH	6:00pm	4
Standards Committee	LTH	6:10pm	2