

# COUNCIL BUSINESS COMMITTEE

## Committee Timetable 2026/2027

27<sup>th</sup> November 2025

### Report of Chief Officer - Governance

#### PURPOSE OF REPORT

To consider a timetable of committee meetings for the 2026/27 municipal year.

This report is public.

#### RECOMMENDATIONS

- (1) That members consider the proposed timetable of meetings, times and venues for the 2026/27 municipal year set out within the report and appendices.
- (2) That a final schedule of meetings be agreed at this meeting, or, if significant changes are made, that the matter be referred to Council for decision at its next meeting.

#### 1.0 Background and Introduction

- 1.1 This Committee's 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). A draft timetable is therefore presented to members at this meeting to be finalised. This will allow accommodation to be booked and notice to be given of the proposed dates to both members and officers.

#### 2.0 Proposal – start times, venues and number of meetings

- 2.1 Proposed start times, venues and number of meetings are shown at **Appendix 1**.
- 2.2 Regarding venues and start times for meetings, it is suggested these remain the same as those agreed at the 8<sup>th</sup> November 2023 meeting of Council.
- 2.3 It should be noted that where the People and Organisational Development Committee and the Standards Committee hold hearings in respect of individual cases or hold meetings to deal with appointment of JNC Chief Officer level posts, which are likely to last for a half day or more, and, in some cases, require the

attendance of witnesses and others. Hearings are held during the day. This is because a 6.00pm start time is not practical.

- 2.4 The Joint Consultative Committee of People and Organisational Development Committee members and Trade Union representatives is held virtually because this body is not required to hold face to face meetings, unlike the City Council's other committees.

### **3.0 Proposal - Dates**

- 3.1 The draft timetable is attached at **Appendix 2**. It is based on the number of meetings held this municipal year, with one difference explained below.
- With regard to Council Business Committee 6 scheduled meetings have been timetabled rather than 3 in previous years. It is felt that, going forward, scheduling 6 meetings evenly throughout the forthcoming municipal year will meet the requirements of Council Business Committee. In previous years additional meetings have needed to be arranged to meet other organisations consultation deadlines. In a number of cases these have needed to be responded to prior to a scheduled meeting of the Committee.

### **4.0 Consultation**

- 4.1 A consultation with all Councillors was undertaken earlier this year regarding the commencement time of meetings. The majority of responses advised that Councillors wished for the commencement times to remain the same, the majority being mainly in the evenings.

### **5.0 Conclusion**

- 5.1 Members are asked to consider this report and agree a timetable of meeting dates, times, and venues for the 2026/27 municipal year at this meeting.
- 5.2 Should any significant changes be proposed, this committee is asked to make recommendations to Council for a final decision.

#### **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.

**MONITORING OFFICER COMMENTS**

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

**SECTION 151 OFFICER'S COMMENTS**

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

**BACKGROUND PAPERS**

None.

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## APPENDIX 1

MEETING, VENUE, START TIMES AND NUMBER OF MEETINGS			
Meeting	Venue	Start Time	Number of Meetings
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	6
Cabinet	MTH	6:00pm	9
Overview & Scrutiny Committee	MTH	6:00pm	9
Budget and Performance Panel	LTH	6.00 pm	5
Licensing Committee	MTH	1:00pm	8
Planning Regulatory Committee	MTH	10:30am	13
People and Organisational Development Committee	LTH	6:00pm	3
JCC	REMOTE	Flexible	2
Audit Committee	MTH	6:00pm	4
Standards Committee	LTH	6:00pm	2