

Non-Executive Report of the: Council Wednesday, 15 May 2019	
Report of: Asmat Hussain, Corporate Director, Governance and Monitoring Officer	Classification: Open (Unrestricted)
Committee Calendar 2019/20	

Originating Officer(s)	Matthew Mannion, Head of Democratic Services, Antonella Burgio, Senior Committee Services Officer
Wards affected	(All Wards);

Executive Summary

This report proposes a calendar of Council, committee and other meetings for the forthcoming municipal year 2019/20.

The Calendar of Meetings was agreed at the Council meeting held on 20 March 2019 and it is now presented again at the Annual Meeting, with the following changes to the original set of dates. The changes are as follows:

- Licensing Committee – 21 May 2019 moved from 23 May 2019
- Audit Committee – 23 July 2019 – moved from 25 June 2019
- Additional Development Committee scheduled – 6 May 2020
- Calendar dates for the Scrutiny Sub-Committees will be confirmed following formal confirmation of Overview and Scrutiny's agreed arrangements for its sub-committees.

The calendar of meetings is presented at Appendix A to this report.

Recommendations:

The Council is recommended to:

1. Approve the proposed calendar of meetings for the municipal year 2019/20 as set out in Appendix A including amended standard start times where appropriate.
2. To delegate to the Corporate Director, Governance the authority to agree meeting dates for any new Committees or Panels that are set up subsequent to this report being presented to Council, subject to appropriate consultation with Members.
3. To note that the Constitution provides for the Monitoring Officer to agree to cancel, amend a meeting or arrange new meetings where required,

subject to the requirements of the Council Procedure Rules.

1. REASONS FOR THE DECISIONS

- 1.1 The Council is required to give public notice of its meetings in order to fulfil its legal obligations under the Access to Information Rules set out in the Constitution and to meet its obligations under the Local Government Act 1972.
- 1.2 The calendar will assist the Council to meet its legal requirements by setting out in a schedule, the meetings it intends to hold which all may easily refer to. It also aids transparent governance by enabling the work at meetings to be planned in advance. Hence the practice of presenting this report has evolved and is maintained.
- 1.3 Council is also asked to delegate to the Corporate Director for Governance the authority to agree meeting dates for any new Committees or Panels that are set up subsequent to this report being presented to Council, subject to appropriate consultation with Members to ensure that there supporting arrangements to allow the Council to continue to be able to deliver its meetings efficiently.

2. ALTERNATIVE OPTIONS

- 2.1 None are presented although it would be within the powers of Council to vary the proposed Committee meeting dates, times and frequencies as well as to change the overarching Committee structure.

3. DETAILS OF THE REPORT

- 3.1 The draft calendar is presented at Appendix A to the report. In general, it follows the same pattern of meetings set in previous years in terms of frequency of meetings.
- 3.2 It is proposed that Cabinet and other Executive meetings will continue to take place on Wednesdays.
- 3.3 Mirroring the arrangements in previous years an additional Cabinet meeting is scheduled for the beginning of January 2019 to consider the draft budget proposals before submission to the special budget Overview and Scrutiny Committee (OSC) meeting later that month.
- 3.4 OSC will operate reciprocal arrangements and the Committee will meet on a Monday before the date of the Cabinet meeting except where Bank Holidays fall on this day. On these dates, the OSC meeting will take place on the day before Cabinet. This arrangement will support the role of OSC in providing Pre-Scrutiny of Executive decisions by giving OSC Members longer to review the Cabinet papers before their own meeting takes place.

- 3.5 Scrutiny Sub-Committees are presently being reviewed by the OSC and therefore dates for these meetings have not been included in the 2019/20 calendar at this time. Once OSC has finalised the arrangements for its sub-committees, meeting dates will be confirmed.
- 3.6 To accommodate Clinical Commissioning Group (CCG) Partners, the Health and Wellbeing Board will continue to meet on a Tuesday.
- 3.7 As in previous years efforts have been made to avoid holding meetings during school holidays, with particular reference to August. However, it is necessary for some meetings to be held especially in relation to regulatory matters.
- 3.8 Wherever possible we have also sought to minimise the impact of meetings on Members where these clash with certain religious holidays and other events. In most cases, committee meetings are listed at 5.30pm during Ramadan to allow the meetings to conclude before the breaking of the fast.
- 3.9 An approach was taken in 2018/19 to avoid holding Member level meetings too late in the evening and therefore, except Council, no meeting was set in the calendar to begin later than 6.30pm. It is proposed to continue this approach in 2019/20. Council will also continue to meet at 7pm.
- 3.10 The Member Learning and Development dates have also been listed in the Calendar and where possible are listed when no Committee meetings are planned to encourage attendance. This year, acknowledging that there are many calls on Members' time, the programme has been enhanced to offer Members more flexibility around attendance. Each training session will be offered on two dates, one scheduled during the evening and the other during the afternoon. In keeping with the approach taken following the local elections in 2018, the development programme has been focussed to ensure that Members are able to receive appropriate support.
- 3.11 As Members will be aware, any subsequent requests to change dates of meetings of Committees following approval of the Committee Calendar by Council, or to set up Special Meetings of the Committees, are subject to consultation with the Chair(s) of the Committees, relevant members and the Chief Executive/Monitoring Officer.
- 3.12 The Council's Constitution also provides a general power for the Monitoring Officer, in consultation with the Chief Executive, meeting Chair and other Members as appropriate, to cancel or vary the time of any meetings where necessary.

4. EQUALITIES IMPLICATIONS

- 4.1 In collating this schedule of meetings, consideration has been given where possible to avoiding school holidays, known religious holidays and other dates which could inhibit attendance or participation by one or more section(s) of the borough's community. Certain meetings, such as the Health and Wellbeing

Board will also take place at external venues where this is useful to encourage attendance and improve accessibility.

5. OTHER STATUTORY IMPLICATIONS

5.1 This section of the report is used to highlight further specific statutory implications that are either not covered in the main body of the report or are required to be highlighted to ensure decision makers give them proper consideration. Examples of other implications may be:

- Best Value Implications,
- Consultations,
- Environmental (including air quality),
- Risk Management,
- Crime Reduction,
- Safeguarding.
- Data Protection / Privacy Impact Assessment.

5.2 None specific to this report.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

6.1 The timely consideration of budget monitoring information is critical to ensuring sound financial management and oversight and informed decision making. However, there are no direct financial implications arising from the recommendations within this report.

7. COMMENTS OF LEGAL SERVICES

7.1 There are no specific legal comments arising from this report.

Linked Reports, Appendices and Background Documents

Linked Report

- None

Appendices

- Appendix A – Proposed Calendar of Meeting dates

Local Government Act, 1972 Section 100D (As amended)

List of “Background Papers” used in the preparation of this report

List any background documents not already in the public domain including officer contact information.

- NONE

Officer contact details for documents:

N/A