

## **Report to the Cabinet**

**Report reference:** C-033-2018/19  
**Date of meeting:** 7 February 2019



**Portfolio:** Customer Services  
**Subject:** Calendar of Council Meetings 2019/20  
**Responsible Officer:** R Perrin (01992 564532).  
**Democratic Services:** A Hendry (01992 564246).

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### **Recommendations/Decisions Required:**

That, as attached at Appendix 1, the draft Calendar of Council Meetings for 2019/20 be recommended to the Council for adoption.

### **Executive Summary:**

The Cabinet considers the calendar of meetings each year prior to its final approval by the Council. The calendar has developed over time to meet the changing needs of the authority and no radical changes have been proposed.

### **Reasons for Proposed Decision:**

To review the proposed Calendar of Meetings for 2019/20, prior to its final adoption by the Council.

### **Other Options for Action:**

Individual frequencies of meetings could be varied. In practice, additional meetings are added as and when issues dictate. Similarly, meetings can be cancelled if there is a lack of business.

### **Report:**

1. Democratic Services submit the draft Calendar of Council meetings each year to the Cabinet for consideration prior to its approval by the Council. The draft Calendar at Appendix 1 is based upon the current year's calendar, with approximately the same number of meetings. It has been slightly amended in some places but wherever possible:

- (a) Miscellaneous meetings have been scheduled for a Monday evening;
- (b) Council, Overview and Scrutiny and Select Committee meetings have been scheduled for a Tuesday evening;
- (c) Planning (Sub-)Committee meetings have been scheduled for a Wednesday evening; and
- (d) Cabinet and Cabinet Committee meetings have been scheduled for a

Thursday evening.

2. Friday evenings have continued to be kept free of meetings, and any encroachment into August has been kept to a bare minimum due to holidays. However, the Regulatory Committees have always continued to meet throughout August in the past and this practice has been continued.

#### The Executive

3. The Cabinet is scheduled to meet 8 times throughout 2019/20. In 2018/19 one Cabinet meeting had been cancelled and two had been moved. Where possible all Cabinet Sub-Committees have been placed on Thursdays.

4. In line with previous years, the Council Housebuilding Cabinet Committee has not been included on the Calendar as the advice from Officers is that it meets as and when evaluations for the different sites are received. Therefore, no purpose would be served in scheduling regular quarterly meetings.

#### Overview & Scrutiny

5. The Overview & Scrutiny Committee is scheduled to meet 6 times throughout 2019/20, with the first of these meetings to confirm the membership and Chairmen of each Select Committee. To ensure that the committee can report to the Council and Cabinet the meetings have been scheduled at least two weeks before these meetings.

There are currently five scrutiny cycles and four Select Committees, although an Overview and Scrutiny Select Committee Framework Task and Finish Panel has been set up to consider the future Select Committee arrangements. With this in mind the calendar has included the four Select Committees although if this were to change, the dates could be easily reduced.

#### Planning

7. The Calendar for 2011/12 changed the frequency of the Area Planning Sub-Committees from a three-weekly cycle to a four-weekly cycle. It is felt that this change has worked well, with minimal impact upon the relevant Key Performance Indicators, and this arrangement has again been retained for 2019/20.

8. The week of the Annual Council meeting has again been kept free of Planning meetings and this will enable further training to take place. However, Planning meetings have been arranged for the other weeks in May between the Election and the Annual Council meeting, as there would be a detrimental impact upon the Planning Performance Indicators if there was a six or seven-week gap between meetings of the Sub-Committees.

#### Licensing

9. Licensing Sub-Committee meetings have remained on a Tuesday morning, and no evening meetings for the Licensing function have been scheduled. A Premises Review would only be held in the evening if the Chairman of the Licensing Committee felt that it would be in the public interest to do so. Oftentimes, additional meetings of the Sub-Committee are arranged to hear cases concerning Premises (Alcohol) Licences, but these are scheduled as and when required. All members of the Licensing Committee continue to meet twice a year to consider policy and procedural matters.

## Standards Committee

10. The Council has previously agreed that the Standards Committee be convened to meet only when there is business to be transacted and no meetings were therefore scheduled for the current municipal year. However, at the request of the current Chairman of the Committee, provisional arrangements for two meetings to be held during 2019/20 have been identified, in order that these can be accommodated within the calendar of meetings for the next municipal year. The Chairman has confirmed that, should there be no business to transact at these meetings, they will be cancelled.

## Miscellaneous Committees

11. Both the Youth Council and the Local Highways Panel have not been included in this schedule as it is felt that they are meetings that sit outside the Council. The Youth Council have their own programme, and although the Local Highways Panel involves both the County and District Councils they are not organised by the District Council.

12. Two meetings of the Appointments Panel have been scheduled for the two Thursdays following the Local Elections on 9 and 16 May 2019, prior to the Annual Council on 23 May. Two corresponding meetings have also been scheduled for Thursday 14 May and Tuesday 19 May 2019 due to the election being held 7 May 2020.

13. The Summer meeting of the Audit & Governance Committee has been pushed back from the last week of June to the last week of July. This is to enable the Committee to examine the Statutory Statement of Accounts and report back to the Council meeting scheduled for the following week.

14. The Local Councils Liaison Committee has traditionally met three times a year. However, this Committee has reviewed its schedule and resolved to only meet twice a year.

## Conclusion

15. The Cabinet is requested to consider the draft Calendar of Council meetings for 2019/20, as attached at Appendix 1, and whether any further changes are required. However, it should be noted that the current Calendar is extremely congested and the organisation of any additional meetings should be given very careful consideration. Any changes requested by the Cabinet will be incorporated into the final version to be considered by the Council on 21 February 2019.

### **Resource Implications:**

No identifiable savings as there are no significant changes planned for next year's Calendar.

### **Legal and Governance Implications:**

None foreseen, as the proposed Calendar allows the Council to fulfil its obligations under the various different Local Government Acts.

### **Safer, Cleaner and Greener Implications:**

Any substantial increase in the number of Member meetings would hinder the Council in meeting its obligations under the Nottingham Declaration and successor agreements.

### **Consultation Undertaken:**

No external consultation undertaken.

**Background Papers:**

None.

**Risk Management:**

That an insufficient number of meetings would be scheduled for a particular Committee to complete its business for the year; however, if this became apparent then additional meetings could be arranged as necessary.