

**Calendar of Meetings 2020/21**

**REPORT TO FULL COUNCIL**



<b>DATE</b>	<b>26/02/2020</b>
<b>PORTFOLIO</b>	<b>Leader</b>
<b>REPORT AUTHOR</b>	<b>Eric Dickinson</b>
<b>TEL NO</b>	<b>01282 477256</b>
<b>EMAIL</b>	<b>edickinson@burnley.gov.uk</b>

**PURPOSE**

- 1. To consider a Calendar of Meetings for 2020/21.

**RECOMMENDATION**

- 2. That a Calendar of meetings for 2020/21 be approved (Appendix 1).

**REASONS FOR RECOMMENDATION**

- 3. To ensure that the Committee structure is proportionate to the budget, size and business of the organisation.

**SUMMARY OF KEY POINTS**

**4. Full Council cycle**

Currently Full Council operates on a 12 weekly cycle.

The Annual/Appointments meeting in May and the Budget meeting in February are statutorily required. Over the last few years “other” business has also been conducted at these meetings.

Other Full Council meetings in July, September, and December also now deal with both Budget Monitoring (quarterly) and changes to the Budget for the following year (Sept and Dec).

As much business as possible will be dealt with at the February Full Council (e.g. Committee calendar, Appointment of Mayor/Deputy Mayor Elect) so that there may not be a specific business need to hold the April Council.

(A budget item arising from the March Executive could potentially be dealt with at the Annual/Appointments meeting in May).

The April meeting will still be included in the Calendar, but can be cancelled if Group Leaders decide there is no need for the meeting.

No change to the current 12 week cycle.

## **5. Executive**

No change to the current 6 week cycle.

It should be recognised that when Executive Urgency procedures have to be followed due to an Executive meeting being too distant, then there is a cost in Officer time (dictated by statutory arrangements) to publish relevant additional Notices, liaise with the Scrutiny Chair, and report retrospectively Urgent Officer Executive Delegations to the Executive and Full Council.

## **6. Scrutiny Committee**

No change to the current arrangements.

## **7. Audit and Standards Committee**

An Audit and Standards Sub Committee of 5 Members also meets ad hoc when required to deal with Standards Hearings.

No change to the current arrangements.

## **8. Licensing Committee and Licensing Sub Committees**

The 15 member Licensing Committee is scheduled to meet 4 times each year. In the February cycle it sets fees, and during the year it is scheduled to meet to consider policy items as required. When there has been insufficient business, then the meetings have been cancelled.

Legislation requires it to have between 10 and 15 Members, and currently there are 15.

There are two Sub Committees, one for Taxis (7 Members) and the other for alcohol and licensed premises (all 3 Members to attend plus a 4<sup>th</sup> as Reserve), both picked from a Pool of all Licensing Members.

No change to the current arrangements.

## **9. Development Control**

No change to the 4 weekly meetings continue, due to statutory deadlines.

## **10. Member Training**

No change to the current arrangements.

## **11. Times of formal Committee meetings**

No change to the current arrangements.

## **12. Recommendations for 2020/21**

An attached 2020/21 calendar has been drafted based on a 12 week Full Council cycle (Appendix 1) and the proposals outlined in the report.

**FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

13. None.

**POLICY IMPLICATIONS**

14. It is good practice to review arrangements for the discharge of the Council's functions from time to time to ensure they maintain the right balance between efficiency, economy and effectiveness

**DETAILS OF CONSULTATION**

15. Democracy Team/Head of Finance/Management Team/  
Head of Housing and Development Control/Licensing Team/  
Head of People and Development.  
Member Structures and Support Officer Group.  
Member Structures and Support Working Group.

**BACKGROUND PAPERS**

16. None.

**FURTHER INFORMATION**

**PLEASE CONTACT:**

**ALSO:**