

**Calendar of Meetings 2017/18**

**REPORT TO FULL COUNCIL**



<b>DATE</b>	<b>12/04/17</b>
<b>PORTFOLIO</b>	<b>Leader</b>
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**PURPOSE**

1. To consider a Calendar of Meetings for 2017/18.

**RECOMMENDATION**

2. That a Calendar of meetings for 2017/18 be approved based on a 12 week cycle (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 10 weekly cycle.

The Annual/Appointments meeting in May and the Budget meeting in February are statutorily required. The December meeting is also needed to approve Fees and Charges as part of the Revenue Budget.

Budget reporting to Full Council is currently carried out quarterly and at present this is done at the July, September, December and February Councils.

In 2016/17 the Head of Finance indicated that the Council's Accounts Year end is being moved forward to August 2017, and that Full Council meetings in August and November 2017 may be more advantageous for budget monitoring reporting than the current September and December 2017 meetings.

It should be noted that an August 2017 meeting may be affected by Summer Holidays. The July 2017 Full Council would still be needed to allow the Year end Accounts to be considered

It should be noted that if Members do not attend a meeting within a 26 week period they

are automatically disqualified from office unless Full Council grants them an extension

**The above changes would result in a 12 week cycle.**

## 5. **(a) Executive**

Even though the number of Service Units has been reduced due to the Liberata contract, most reports to Executive/Committees are currently largely unrelated to the services outsourced and so the number of reports to Executive/Committees is relatively consistent.

The option of a 12 week cycle would mean a 6 week cycle for the Executive, which would marginally increase the risk of requiring Urgent Executive procedures or Special Executive meetings.

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.

## **(b) Conclusion for Full Council and Executive 2017/18**

Apart from proposed rescheduling, only the April 2018 meeting could practicably be removed from the 2017/18 calendar.

Any constitutional business could be moved forward to the February 2018 meeting (Calendar of meetings, Appointment of Mayor/Deputy elect) and any outstanding 'Executive' business taken to the May 2018 meeting. However there is always a risk that an Executive approval in April 2018 which needs further Full Council budget approval in May 2018 could become politically controversial if the Council's political leadership changes at Election time.

There is a further risk that there will be more than 6 months between the November/December and May Full Councils if the April 2018 meeting is removed and if the Member does not attend the February Full Council meeting.

A Member who does not attend a meeting during this period would be automatically disqualified since there would be no Council meeting to request an extension from.

**(c) Proposals for Full Council and Executive in 2017/18** – That a 12 week cycle be proposed with August and November Full Council meetings, rather than September and December, and corresponding Executive meetings every 6 weeks.

## 6. **Scrutiny Committee**

Consideration should be given to the appropriate number of Scrutiny Committees per cycle.

The current approach during 2017/18 has focussed mainly on Review Groups.

The Liberata contract has been scrutinised quarterly, and this has fitted in with the current 1 meeting of Scrutiny per cycle.

**Proposal for Scrutiny in 2017/18** - there would be 1 more Scrutiny meeting to allow timely budget monitoring by Full Council with at least one meeting per cycle prior to each Full Council meeting.

7. **Audit and Standards Committees**

Finance have requested a minor change to the proposed dates of the Audit and Standards Committee meetings in order to better meet the new statutory deadlines--that June meetings in 2017 and 2018 be moved to July as relevant..

Proposal for 2017/18- no change to quarterly meetings but move June meetings to July.

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

The 15 member Licensing Committee is scheduled to meet 4 times each year. In the first cycle it establishes the Sub Committees, in the February cycle it sets fees, and during the year it usually meets twice more to consider other policy items as required. Legislation requires it to have between 10 and 15 Members.

There are two Sub Committees one for Taxis (7 Members) and the other for alcohol and licensed premises (3 Members). Both have daytime and evening meetings.

**Proposal** – No change to the current arrangements.

9. **Development Control**

No change to these meetings proposed due to statutory deadlines.

10. **Recommendations for 2017/18**

An attached 2017/18 calendar has been drafted based on a new 12 week Full Council cycle (Appendix 1)

**FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

11. None.

**POLICY IMPLICATIONS**

12. 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.

<b>DETAILS OF CONSULTATION</b>
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- 13. Head of Finance
  - Head of Housing and Development Control
  - Head of People and Development
  - Head of Governance, Law, Property & Regulation
  - Member Structures and Support Officer Group
  - Management Team
  - Member Structures and Support Working Group

<b>BACKGROUND PAPERS</b>
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- 14. None.

<b>FURTHER INFORMATION</b>
<b>PLEASE CONTACT:</b> <span style="float: right;"><b>Eric Dickinson</b></span>
<b>ALSO:</b>