

Calendar of Meetings 2021/22

REPORT TO FULL COUNCIL



DATE	14/04/2021
PORTFOLIO	Leader
REPORT AUTHOR	Eric Dickinson/Alison McEwan
TEL NO	01282 477256/
EMAIL	edickinson@burnley.gov.uk and amcewan@burnley.gov.uk

PURPOSE

1. To consider a Calendar of Meetings for 2021/22.

RECOMMENDATION

2. That a Calendar of meetings for 2021/22 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, and meets on a Wednesday.

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 as necessary.

Other Full Council meetings in July, September, and December also now deal with Outturn (July), 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 previous Full Councils so that there may not be a specific business need to hold the April Council. The April meeting however will still be included in the Calendar just before Easter in 2022 but can be cancelled if Group Leaders decide there is no need for the meeting.

Extra FC Meeting end of January

Members have highlighted that a significant workload of non-Budget items arises in the cycle after Christmas, which combined with Budget items creates an oversized agenda for meetings in February.

It is proposed therefore that an extra meeting cycle takes place for Scrutiny and Executive, culminating at the end of January with an extra Full Council, in order to reduce the workload for the Budget Council at the end of Feb. This was the case until a few years ago, since when the cycle was lengthened to generally reduce the number of Council meetings

No change in general to the current 12-week cycle.

5. Executive

In general, a change is proposed so that the Executive meets on a Wednesday, rather than a Tuesday. This will allow the appropriate resources from Democracy to be available during the mid-part of the week to deliver the service required.

It is still proposed to have only a 1-week gap between Executive and Full Council, to ensure as streamlined a decision-making process as possible.

Any late items for the Executive meeting which also need to go to Full Council should be expected to be known by the Tuesday before the Executive i.e. when the Full Council agenda is published.

Particular arrangements have previously been put in place at Budget time to provide 5 clear working days between Budget Executive and Budget Council so that the outcome of the Executive meeting is clear when the Full Council agenda is published. Therefore it is proposed that Budget Exec will continue to be on a Monday.

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

Following the work done by the Governance Working Group in recent years, there has been consistent and strong feedback from Members that there should be a longer time gap between Scrutiny and the Executive if possible, in order to allow the views of Scrutiny to be fed back to Executive Members and considered by them in good time before the Executive meeting.

Members especially want to avoid a Scrutiny Committee on the day before the Executive.

In general, therefore the proposed calendar proposes a week between Scrutiny and the Executive, with Scrutiny on a Wednesday.

There are particular clearing processes for budget reports being considered at Scrutiny and Executive, i.e. for cycles in July, September, December, and February, and therefore to allow these processes to work it is proposed that Scrutiny will be on Thursdays during these cycles.

This is currently the process in February at Budget time and so in effect has been extended to July, Sept and Dec.

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.

To generally meet on a Wednesday.

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.

To generally meet on a Wednesday .

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 4th 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 , due to statutory deadlines.

To generally meet on a Thursday.

10. Member Training and Member Structures Working Group.

No change to the current arrangements-MSWG at 4.30pm.

Member Workshops (MW) are usually on a Wednesday, and MSWG is generally on a Thursday.

11. Times of formal Committee meetings

No change to the current arrangements at 6.30pm.

12. Recommendations for 2021/22

An attached 2021/22 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 and MSSOG/ Management Team**
 Head of Housing and Development Control/Head of Streetscene and Licensing Team/
 Internal Audit Manager/ Strategic HR Consultant.
 Member Structures and Support Working Group.

BACKGROUND PAPERS

16. None.

FURTHER INFORMATION PLEASE CONTACT: ALSO:
--