

Calendar of Meetings 2022/23

REPORT TO FULL COUNCIL



DATE	26/01/2022
PORTFOLIO	Leader
REPORT AUTHOR	Eric Dickinson
TEL NO	01282 477256/
EMAIL	edickinson@burnley.gov.uk

PURPOSE

1. To consider a Calendar of Meetings for 2022/23.

RECOMMENDATION

2. That a Calendar of meetings for 2022/23 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, December, also now deal with Outturn (July), Budget Monitoring (quarterly), changes to the Budget for the following year (Sept and Dec).

Since 2021/2 an extra meeting has been added in January for non Budget items to reduce the workload for the February Budget meeting.

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 but can be cancelled if Group Leaders decide there is no need for the meeting.

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

5. Executive

Executive now meets on a Wednesday which has allowed further time between Scrutiny and Executive meetings.

It is still proposed to have 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 then there is a cost in Officer time to publish relevant additional Notices, liaise with the Scrutiny Chair, and report retrospectively Urgent Officer Executive Delegations to the Executive and Full Council (dictated by statutory arrangements).

6. Scrutiny Committee

To continue last year's arrangements providing in general a week between Scrutiny and the Executive.

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 to continue that Scrutiny will take place on Thursdays during these cycles.

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.

The main Committee 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), which meet ad hoc and are 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., generally on Thursday.

Member Workshops (MW) are usually on a Wednesday, usually at 6/6.30pm and sometimes before Committee meetings.

11. Times of formal Committee meetings

No change to the current arrangements at 6.30pm.

12. Recommendations for 2022/23

An attached 2022/23 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
Heads of Service, Licensing Manager, DC Manager,
Internal Audit Manager, Strategic HR Consultant.
Management Team – to confirm consultation response
Member Structures and Support Working Group.

BACKGROUND PAPERS

16. None.

FURTHER INFORMATION

PLEASE CONTACT:

ALSO: