

**Calendar of Meetings 2023-24**

**REPORT TO FULL COUNCIL**



<b>DATE</b>	<b>20/04/2022</b>
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**PURPOSE**

1. To consider a Calendar of Meetings for 2023/24 Municipal Year.

**RECOMMENDATION**

2. That the Calendar of meetings for 2023/24 Municipal Year be approved (Appendix 1).

**REASONS FOR RECOMMENDATION**

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

**SUMMARY OF KEY POINTS**

4. The proposed Calendar of Meetings for 2023/24 Municipal Year is attached at Appendix 1. It should be noted that indicative dates are also provided for May, June and July 2024. These dates will be confirmed when the 2024/25 Calendar of Meetings is approved.

5. **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 2021/22 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.

## **6. 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).

## **7. Scrutiny Committee**

To continue last year's arrangements providing in general a week between Scrutiny and the Executive. Due to the number of extraordinary meetings called last year, to programme in a Scrutiny meeting prior to each Executive meeting. If not required meetings to be cancelled.

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.

## **8. Audit and Standards Committee**

The main Committee to generally meet on a Wednesday.

It is proposed that the Committee be re-configured to meet best practice guidance that the two functions be separate. The Calendar currently proposes 3 meetings to consider Audit matters (June, Sept, Feb) and 1 Standards meeting (Mar) per year. This may change once revised arrangements for the Committee(s) is finalised.

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

## **9. 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 4<sup>th</sup> as Reserve), which meet ad hoc and are both picked from a Pool of all Licensing Members.

During 2022-23 the number of Licensing sub-Committee meetings required has increased significantly. There have on occasions been issues with scheduling meetings due to Member and Officer availability. It is proposed (and reflected in the Calendar set out at Appendix 1) to schedule Licensing Sub-Committee meetings on a three weekly cycle on a trial basis. The proposed dates will be able to deal with Taxi Licensing or Licensing Act 2003 matters as required (multiple meetings on the same day will be called if required). If there are no matters to be dealt with the meetings will be cancelled. It is considered that a 3 weekly cycle would be sufficient to capture most cases, although there could be a need to hold additional meetings, for example in the case of an objection being received to a Temporary Event Notice application, as deadlines can be much shorter in these cases. It is proposed that Licensing Committee review the arrangements at the February meeting.

## **10. Development Control**

No change to the general 4 weekly meeting pattern, due to statutory deadlines. Some adjustments have been made around the Christmas period to allow timely report writing and agenda publication.

To generally meet on a Thursday.

## **11. Member Training and Member Structures Working Group.**

No change to the current arrangements-MSWG at 4.30pm, generally on Thursday.

Member Workshops are usually on a Wednesday, usually at 6pm and sometimes before Committee meetings. As Democracy are still finalising training for 2023/24 some dates are still to be added.

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

No change to the current arrangements at 6.30pm. It should be noted that the 7<sup>th</sup> June 2023 Executive meeting will take place at 6pm to allow a Full Council meeting to follow at 6.30pm

**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  
Member Structures and Support Working Group.

**BACKGROUND PAPERS**

16. None.

**FURTHER INFORMATION**

**PLEASE CONTACT:**

**ALSO:**