

Calendar of Meetings 2024-25

REPORT TO FULL COUNCIL



DATE	27/02/2024
PORTFOLIO	Leader
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PURPOSE

- 1. To consider a Calendar of Meetings for 2024/25 Municipal Year.

RECOMMENDATION

- 2. That the Calendar of meetings for 2024/25 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 2024/25 Municipal Year is attached at Appendix 1. It should be noted that indicative dates are also provided for May, June and July 2025. These dates will be confirmed when the 2025/26 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 the decision-making process is as streamlined 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 Executive will continue to be held on a Monday.

No change to the current 6-week cycle.

It should be recognised that when Executive Urgency procedures have to be followed 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. The 2023/24 Calendar provided for one Scrutiny meeting before each Executive. This has worked well in terms of agenda and diary management and has meant no extraordinary meetings have been required.

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 will generally meet on a Wednesday.

The calendar for 2023/24 suggested 4 meetings of the committee in June, September, February and March. The February 2024 meeting was required to be brought forward to December 2023. Therefore, it's proposed to will replicate this pattern in 2024/25.

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 the meetings have been cancelled.

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

The main Committee will generally meet on a Wednesday.

There are two Sub Committees, one for Taxis (7 Members) and the other for Licensing Act 2003 hearings (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.

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. In 2023/24 a system of planned dates to deal with both Taxi and Licensing Act 2003 hearings was scheduled. This was successful in terms of Taxi hearings, but less so for Licensing Act 2003, which has much shorter and prescribed deadlines. Therefore, it is proposed that one hearing meeting per month be scheduled to deal with Taxi hearings (and Licensing Act 2003 hearings if timescales allow) with ad-hoc hearings scheduled for Licensing Act 2003 hearings where required.

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.

The Committee will generally meet on a Thursday.

11. Member Training and Member Structures and Support Working Group.

No change to the current arrangements -MSSWG will meet at 4.30pm, generally on Thursday.

Member Workshops are usually held on a Wednesday, usually at 6pm and sometimes before Committee meetings. Workshops and training for 2024/25 will be added once finalised.

12. Times of formal Committee meetings

No change to the current arrangements 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: