

Calendar of Meetings 2018/19

REPORT TO FULL COUNCIL



DATE	21/02/18
PORTFOLIO	Leader
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PURPOSE

- 1. To consider a Calendar of Meetings for 2018/9.

RECOMMENDATION

- 2. That a Calendar of meetings for 2018/9 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 12 weekly cycle.

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.

Other Full Council meetings in July, August/September, and November/December also now deal with both Budget Monitoring (quarterly) and changes to the Budget for the following year (Sept and Nov/Dec).

For 2018/19 it is proposed that Full Council meets in September and December 2018 to allow more time for budgetary report preparation.

It is proposed that as much business as possible will be dealt with at the February Full Council (e.g. Committee calendar, Appointment of Mayor/Deputy Mayor Elect) so that there may not be a business need to hold the April Council (if for example a budget item arising from the March Executive can wait until May) apart from the usual discussions regarding Executive Member reports or potential Notices of Motion. However it is proposed that the April meeting will still be included in the Calendar.

The above would result in no change to the current 12 week cycle.

5. **Executive**

It is proposed that the current 6 week cycle for the Executive continues.

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**

It is proposed that the current approach continues.

7. **Audit and Standards Committees**

It is proposed that the current quarterly meetings approach continues.

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 is scheduled to meet 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 can potentially have daytime and evening meetings.

Proposal – No change to the current arrangements.

9. **Development Control**

It is proposed that these 4 weekly meetings continue, due to statutory deadlines.

10. **Recommendations for 2018/19**

An attached 2018/19 calendar has been drafted based on a 12 week Full Council cycle (Appendix 1)

FINANCIAL IMPLICATIONS AND BUDGET PROVISION
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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.

DETAILS OF CONSULTATION

- 13. Democracy Team/Head of Finance/Management Team/Head of Housing and Development Control/Licensing Team/Head of People and Development
- 14. Member Structures and Support Officer Group/
- 15. Member Structures and Support Working Group

BACKGROUND PAPERS

16. None.

FURTHER INFORMATION
PLEASE CONTACT: Eric Dickinson
ALSO: