



CPR.35 15/16

**Corporate Policy and
Resources Committee**

10 November 2015

Subject: Committee Timetables 2016-2019

Report by:

Ian Knowles
Director of Resources

Contact Officer:

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Purpose / Summary:

For Members to consider timetables for the 2016-17,
2017-18 and 2018-19 municipal years.

RECOMMENDATION(S): That Members give consideration to setting the committee timetable for the three ensuing years.

IMPLICATIONS

Legal: None directly arising as a result of this report

Financial : [FIN/86/16](#) None directly arising as a result of this report

Staffing : None directly arising as a result of this report

Equality and Diversity including Human Rights : N/A

Risk Assessment : None directly arising as a result of this report

Climate Related Risks and Opportunities : None directly arising as a result of this report

Title and Location of any Background Papers used in the preparation of this report:

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman) **Yes** **No**

Key Decision:

A matter which affects two or more wards, or has significant financial implications **Yes** **No**

1. Introduction

1.1 The revised Committee Timetable for 2015/16 was approved by Policy and Resources Committee on 19 February 2015.

1.2 The timetable follows the rules as set out in the Constitution:

- There have to be convenient Council meetings to
 - set the Council Tax base before 31 January
 - set the Council Tax on the first Monday in March

There has to be a convenient Governance and Audit Committee meeting to adopt the Statement of Accounts by 31 July.

1.3 In 2015-16 there were the following number of meetings:

- seven meetings of Council plus the annual meeting
- four meetings of the Licensing and Regulatory Committee
- four weekly Planning Committee meetings
- regular meetings of each of the other Committees dictated by statutory business

Meetings of the Standards Sub-Committee, Taxi and General Licensing Sub-Committee and the Licensing Sub-Committee are arranged as and when required.

1.4 Work was undertaken in 2015 to review the statutory and regular business that Committees consider throughout the year, and to design options for an alternative timetable, where:

- the progress and delivery process is streamlined and timely;
- decisions can be brought through the governance system to committee by the quickest route (supporting our commercial approach);
- decisions can be taken at the right time when the right information is available (for example quarterly business or deadlined decisions on statutory business)

1.5 A revised timetable was agreed and implemented for 2015-16. This report and attached timetables continue the previous arrangements and it has been proposed that timetables be set for the rest of the electoral term, up to 2019.

1.6 However, given that several full Council meetings have been cancelled in the past, it is proposed to reduce the number to six plus the Annual meeting.

1.7 Should it transpire that further changes become necessary the timetables will be brought back to the Corporate Policy and Resources Committee for further amendments.

2. Recommendations

2.1 Members are asked to consider the three committee timetables to fit schedules of statutory business, for 2016-2019.

WEST LINDSEY DISTRICT COUNCIL COMMITTEE TIMETABLE 2016

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
MAY	SUN	MON BH	TUE PC	WED PL	THU	FRI	SAT	SUN	MON ACL	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE CI	WED	THU	FRI	SAT	SUN	MON BH	TUE
JUN	WED PL	THU JSCC	FRI	SAT	SUN	MON	TUE PC	WED	THU LR	FRI	SAT	SUN	MON	TUE	WED	THU CPR	FRI	SAT	SUN	MON	TUE GA	WED LS	THU LS	FRI	SAT	SUN	MON	TUE CI	WED PL	THU	X
JUL	FRI	SAT	SUN	MON CL	TUE	WED	THU JSCC	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE PC	WED	THU	FRI	SAT	SUN	MON	TUE GA	WED PL	THU CPR	FRI	SAT	SUN
AUG	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED PL	THU	FRI	SAT	SUN	MON BH	TUE	WED
SEP	THU CI	FRI	SAT	SUN	MON CL	TUE	WED	THU JSCC	FRI	SAT	SUN	MON	TUE PC	WED	THU GA	FRI	SAT	SUN	MON	TUE LR	WED PL	THU CPR	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	X
OCT	SAT	SUN	MON	TUE	WED	THU JSCC	FRI	SAT	SUN	MON	TUE CI	WED	THU	FRI	SAT	SUN	MON	TUE	WED PL	THU	FRI	SAT	SUN	MON	TUE PC	WED	THU CPR	FRI	SAT	SUN	MON
NOV	TUE	WED	THU	FRI	SAT	SUN	MON	TUE GA	WED	THU CPR	FRI	SAT	SUN	MON CL	TUE CI	WED PL	THU	FRI	SAT	SUN	MON	TUE	WED	THU JSCC	FRI	SAT	SUN	MON	TUE	WED	X
DEC	THU	FRI	SAT	SUN	MON	TUE PC	WED	THU	FRI	SAT	SUN	MON	TUE LR	WED PL	THU CPR	FRI	SAT	SUN	MON	TUE CI	WED	THU	FRI	SAT	SUN	MON BH	TUE BH	WED	THU	FRI	SAT

2017

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN	SUN	MON BH	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED PL	THU CPR	FRI	SAT	SUN	MON	TUE GA	WED	THU JSCC	FRI	SAT	SUN	MON CL	TUE	WED	THU	FRI	SAT	SUN	MON	TUE PC
FEB	WED	THU	FRI	SAT	SUN	MON	TUE	WED PL	THU CPR	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE CI	WED	THU	FRI	SAT	SUN	MON	TUE	X	X	X
MAR	WED	THU	FRI	SAT	SUN	MON CL	TUE	WED PL	THU	FRI	SAT	SUN	MON	TUE GA	WED	THU LR	FRI	SAT	SUN	MON	TUE PC	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU JSCC	FRI
APR	SAT	SUN	MON	TUE CI	WED PL	THU	FRI	SAT	SUN	MON CL	TUE	WED	THU CPR	FRI BH	SAT	SUN	MON BH	TUE GA	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	X
MAY	MON BH	TUE PC	WED PL	THU	FRI	SAT	SUN	MON ACL	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE CI	WED	THU	FRI	SAT	SUN	MON BH	TUE	WED PL

KEY

AC	ANNUAL COUNCIL	L&R	LICENSING & REGULATORY	LS	LINCOLNSHIRE SHOW
CL	COUNCIL	C&I	CHALLENGE & IMPROVEMENT	JSCC	JOINT STAFF CONSULTATIVE
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WEST LINDSEY DISTRICT COUNCIL COMMITTEE TIMETABLE 2017

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MAY	MON BH	TUE PC	WED PL	THU	FRI	SAT	SUN	MON ACL	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE CI	WED	THU	FRI	SAT	SUN	MON BH	TUE	WED PL
JUN	THU JSCC	FRI	SAT	SUN	MON	TUE PC	WED	THU LR	FRI	SAT	SUN	MON	TUE	WED	THU CPR	FRI	SAT	SUN	MON	TUE GA	WED LS	THU LS	FRI	SAT	SUN	MON	TUE CI	WED PL	THU	FRI	X
JUL	SAT	SUN	MON CL	TUE	WED	THU JSCC	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE PC	WED	THU	FRI	SAT	SUN	MON	TUE GA	WED PL	THU CPR	FRI	SAT	SUN	MON
AUG	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED PL	THU	FRI	SAT	SUN	MON BH	TUE	WED	THU
SEP	FRI	SAT	SUN	MON CL	TUE CI	WED	THU JSCC	FRI	SAT	SUN	MON	TUE PC	WED	THU GA	FRI	SAT	SUN	MON	TUE LR	WED PL	THU CPR	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	X
OCT	SUN	MON	TUE	WED	THU JSCC	FRI	SAT	SUN	MON	TUE CI	WED	THU	FRI	SAT	SUN	MON	TUE	WED PL	THU	FRI	SAT	SUN	MON	TUE PC	WED	THU CPR	FRI	SAT	SUN	MON	TUE
NOV	WED	THU	FRI	SAT	SUN	MON	TUE GA	WED	THU CPR	FRI	SAT	SUN	MON CL	TUE CI	WED PL	THU	FRI	SAT	SUN	MON	TUE	WED	THU JSCC	FRI	SAT	SUN	MON	TUE	WED	THU	X
DEC	FRI	SAT	SUN	MON	TUE PC	WED	THU	FRI	SAT	SUN	MON	TUE LR	WED PL	THU CPR	FRI	SAT	SUN	MON	TUE CI	WED	THU	FRI	SAT	SUN	MON BH	TUE BH	WED	THU	FRI	SAT	SUN

2018

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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FEB	THU	FRI	SAT	SUN	MON	TUE	WED PL	THU CPR	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE CI	WED	THU	FRI	SAT	SUN	MON	TUE	WED	X	X	X
MAR	THU	FRI	SAT	SUN	MON CL	TUE	WED PL	THU	FRI	SAT	SUN	MON	TUE GA	WED	THU LR	FRI	SAT	SUN	MON	TUE PC	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU JSCC	FRI BH	SAT
APR	SUN	MON BH	TUE CI	WED PL	THU	FRI	SAT	SUN	MON CL	TUE	WED	THU CPR	FRI	SAT	SUN	MON	TUE GA	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	X
MAY	TUE PC	WED PL	THU	FRI	SAT	SUN	MON BH	TUE	WED	THU	FRI	SAT	SUN	MON ACL	TUE	WED	THU	FRI	SAT	SUN	MON	TUE CI	WED	THU	FRI	SAT	SUN	MON BH	TUE	WED PL	THU JSCC

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JUL	SUN	MON CL	TUE	WED	THU JSCC	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE PC	WED	THU	FRI	SAT	SUN	MON	TUE GA	WED PL	THU CPR	FRI	SAT	SUN	MON	TUE
AUG	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED PL	THU	FRI	SAT	SUN	MON BH	TUE	WED	THU	FRI
SEP	SAT	SUN	MON CL	TUE CI	WED	THU JSCC	FRI	SAT	SUN	MON	TUE PC	WED	THU GA	FRI	SAT	SUN	MON	TUE LR	WED PL	THU CPR	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	X
OCT	MON	TUE	WED	THU JSCC	FRI	SAT	SUN	MON	TUE CI	WED	THU	FRI	SAT	SUN	MON	TUE	WED PL	THU	FRI	SAT	SUN	MON	TUE PC	WED	THU CPR	FRI	SAT	SUN	MON	TUE	WED
NOV	THU	FRI	SAT	SUN	MON	TUE GA	WED	THU CPR	FRI	SAT	SUN	MON CL	TUE CI	WED PL	THU	FRI	SAT	SUN	MON	TUE	WED	THU JSCC	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	X
DEC	SAT	SUN	MON	TUE PC	WED	THU	FRI	SAT	SUN	MON	TUE LR	WED PL	THU CPR	FRI	SAT	SUN	MON	TUE CI	WED	THU	FRI	SAT	SUN	MON	TUE BH	WED BH	THU	FRI	SAT	SUN	MON

2019

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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FEB	FRI	SAT	SUN	MON	TUE	WED PL	THU CPR	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE CI	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	X	X	X
MAR	FRI	SAT	SUN	MON CL	TUE	WED PL	THU	FRI	SAT	SUN	MON	TUE GA	WED	THU LR	FRI	SAT	SUN	MON	TUE PC	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU JSCC	FRI	SAT	SUN
APR	MON	TUE CI	WED PL	THU	FRI	SAT	SUN	MON CL	TUE	WED	THU CPR	FRI	SAT	SUN	MON	TUE GA	WED	THU	FRI BH	SAT	SUN	MON BH	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED PL

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