



**Corporate Policy and
Resources Committee**

8 November 2018

Subject: Committee Timetables 2019-2021

Report by:

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Purpose / Summary:

For Members to consider timetables for the 2019-20 and 2020-21 municipal years.

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

IMPLICATIONS

Legal: None directly arising as a result of this report

Financial : None directly arising as a result of this report
FIN-109-19-SL.

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:
None.

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 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 base on the first Monday in March;
- set the Local Council Tax Support Scheme.

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

1.3 Challenge and Improvement Committee should have eight ordinary meetings per year according to Part 5 of the Constitution;

2. Changes and Issues (2019-20) (Appendix A)

2.1 The West Lindsey District Council elections are to take place on 2 May 2019. As a result, this means that Annual Council for 2019 will have to be moved to later in the month (tentatively scheduled for 20 May 2019) to allow for Member inductions to take place, as well as allowing for adequate time for committee papers to be prepared;

2.2 Meetings following Annual Council in 2019 start to take place from week beginning 27 May; this gap is to enable the appropriate training to take place, particularly for committees such as Planning, Licensing/Regulatory, and Governance and Audit which require specific training to be able to sit on the Committee;

2.3 In previous years, Corporate Policy and Resources (CPR) has met more frequently with a meeting in October; in 2017/18 this meeting had been removed, so it is proposed to reduce the number of meetings for CPR from 9 to 8, and have no October meeting going into future years;

2.4 Licensing and Regulatory meetings take place four times a year; in previous years, 2 of these meetings were on a Tuesday, and two on a Thursday. For ease, it is proposed that this committee meets only on a Thursday;

2.5 There are currently seven meetings of the Governance and Audit (G and A) Committee per year. As the Statement of Accounts is now taken at the July meeting of G and A, it may be possible for the September meeting to be removed. To avoid there being a large gap between committees in July and November, it is proposed to move the November committee to mid-October;

3. Changes and Issues (2020-21) (Appendix B)

3.1 2020-21 follows largely the same pattern, but with Annual Council falling into its usual slot in the second Monday of May;

3.2 Challenge and Improvement Committee would be the first committee to meet in 2020-21 following Annual Council;

4. Further information

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