



**Corporate Policy and
Resources Committee**

14 April 2022

Subject: Committee Timetable Civic Year 2022/23

Report by:

Monitoring Officer

Contact Officer:

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Purpose / Summary:

For Members to consider the timetable for the 2022-23 municipal year, and note the indicated dates for 2023/24 -25/ 26

RECOMMENDATION(S):

1. That Members approve the timetable for 2022/2023 civic year and note the indicative committee dates for the years 2023-24, 2024-25 and 2025-26.
2. That Members agree the attached indicative committee dates be presented annually for approval, with each subsequent report noting any changes proposed from the previous version noted.

IMPLICATIONS

Legal:

The Local Government Act 1972 requires the Council to publish a schedule of its meeting for the forthcoming civic year.

West Lindsey District Council's Constitution sets out how West Lindsey's Committee Timetable is set and how and when it can be amended.

Financial : FIN/193/22/VA

With the exception of JSCC all meetings within this timetable are required by law to meet in person, as such, increasing the number of meetings would have financial implications relating to travel, facilities expenses, a small increase in the number of meetings could be accommodated.

Staffing :

Increasing the number of meetings would see staffing implications arise. A small increase in the number of meetings could be accommodated within existing resources.

(N.B.) Where there are staffing implications the report MUST have a HR Ref

Equality and Diversity including Human Rights :

Data Protection Implications :

Climate Related Risks and Opportunities:

With the exception of JSCC all meetings within this timetable are required by law to meet in person, as such, they require travel by Councillors and Officers to attend.

Section 17 Crime and Disorder Considerations:

Health Implications:

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

Risk Assessment :

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 must provide the ability to meet a number of statutory deadlines:
- 1.2 There have to be convenient Council meetings to:
 - set the Council Tax base before 31 January;
 - set Council Tax by 11 March.
 - Hold Annual Council in March/April or May in an ordinary (non-election year) or within 21 days of the election in an election year (23/24 timetable)
- 1.3 There has to be a convenient Governance and Audit Committee meeting to approve the Statement of Accounts with the current statutory deadline of 30 November
- 1.4 There must be sufficient and regular meetings of the Planning Committee to ensure statutory determination deadlines can be achieved for those applications requiring Committee determination.
- 1.5 Cognisance is also given to budget and performance reporting periods, and decisions required in relation to timely budget preparation.
- 1.6 Given the latter end of the 22/23 and early part of 23/24 timetable will be affected by the Purdah period, all out District Elections, Member's initial inductions and the need for statutory training to be undertaken before newly elected Members can accept duties on a number of committees, consideration has also been given to these factors, resulting in longer 'down-time' during April and May 2023, where possible.
- 1.7 In preparing the Committee Timetable consideration is also given to the timings of key conferences, where this information is available including District Council Network, Chartered Institute of Public Finance and Accountancy (CIPFA) and Local Government Association (LGA) meetings, at which both Senior Member and Officer attendance is required.

2. Proposed Changes to 2022/2023

- 2.1 The timetable for 2021/22 was approved by Corporate Policy and Resources Committee at their meeting on 11 February 2021. As part of that decision the 2022-2023 timetable was noted.
- 2.2 Since that time, the following changes are proposed to the 2022/23 timetable previously noted, with brief reasoning provided for each: -
 - 1) **Overview and Scrutiny to move to 5 July (from 21 June)**

With the Lincolnshire Show now confirmed as returning (22/23 June) following a two-year absence – on 21 June a number of Officers will be required on site at the Show Ground resulting in a possible capacity issue, it is therefore proposed that the meeting is moved back by two weeks to 5 July 2023. This change actually results in the gap between meetings being more equal which is arguably more acceptable.

2) Prosperous Communities Committee to move to 19 July (from 12 July)

It is proposed by moving the meeting back by one week, the gap between the July and September meetings, still allowing for the August recess, will be reduced and allow for better work alignment. It is acknowledged that this does see two committees meet on the same date, but given the Governance and Audit Committee has in most recent times met either at 10am or 2pm, it is anticipated both meetings can be accommodated.

3) Corporate Policy and Resources Committee to move to 28 July (from 21 July)

It is suggested as a result of above (3), the Corporate Policy Resources Committee also be moved back by one week, allowing for timely recommendations between the two main Policy Committees avoiding reports to follow.

4) Prosperous Communities Committee to move to 1 November (from 25 October)

It is proposed the meeting be moved back by one week to 1 November, with the aim of avoiding the half-term holidays. This move does not impact on any statutory deadlines.

5) Additional Meeting of the Governance and Audit Committee 29 November

As set out at 1.3, there has to be a convenient Governance and Audit Committee meeting to approve the Statement of Accounts with the current statutory deadline of 30 November 2022. It is a proposed an additional meeting be added to the timetable for 29 November 2022 to accommodate the function.

6) Governance and Audit Committee to move to 24 January (from 10 January)

Meetings scheduled this early in the New Year do require dispatches and briefings to be held in the period between Christmas and New Year. The Committee are also required to have Treasury Management Training prior to its January meeting, which has made availability difficult. It is proposed by moving the meeting to 24 January 2023 such difficulties will be reduced. This move does not impact on any statutory deadlines.

7) Remove the Meeting of the Corporate Policy and Resources Committee on 12 January.

During 2021/2022 this meeting was cancelled due to insufficient business, the year prior to that saw the same meeting consider only a small number of items (none of which related to statutory or cyclical matters). It is therefore proposed this meeting is removed.

8) Corporate Policy and Resources Committee to move to Thursday 23 March (from 13 April)

This meeting currently sits within the Purdah period and at a time when Elected Members will be canvassing hard. By moving the meeting into March, it is hoped Purdah will be avoided (although exact date to be determined) and it further allows for the clear period referred to in 1.6 of the report. As a result, the first meeting of the Civic Year for 23/24 has been amended seeing Corporate Policy and Resources meet a week earlier. (Amendment effects Appendix 2 only, which is for noting at this stage).

9) Prosperous Communities Committee on April 25 2023 be removed.

As above, this meeting currently sits within the Purdah period and at a time when Elected Members will be canvassing hard. The Committee will have met on 21 March 2023 and was due to meet late June (23/24 timetable). It is proposed that this meeting be cancelled and the first meeting of the Civic Year for 23/24 be amended bringing the meeting forward. (Amendment effects Appendix 2 only which is for noting at this stage)

2.3 No further changes to the 22/23 timetable as “noted” on 11 February 2021 are proposed. The 22/23 timetable, including the amended dates set out above is attached as Appendix 1 for approval.

3. Future Years

3.1 Timetables for 2023-2024 onwards follow a similar pattern.

3.2 Bank holidays from 2024 onwards are not published on the government website at this stage, so provisional Bank Holidays have been input to the timetable for 2024 and beyond.

3.3 Timetables for 24/25 and 25/26 are extremely provisionally at this stage.

3.4 Future years proposed timetables are attached as follows:

- Appendix 1 – 2022/23 (for approval)
- Appendix 2 – 2023/24 (for noting)
- Appendix 3 – 2024/25 (for noting)
- Appendix 4 – 2025/26 (for noting)