



**Corporate Policy and
Resources Committee**

Thursday 9 February

Subject: Committee Timetable 2023/24 for approval (Draft timetables for 24/25, 25/26, 26/27 for noting)

Report by:

Monitoring Officer

Contact Officer:

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Purpose / Summary:

For Members to consider and approve the timetable for the 2023-24 municipal year, and note the early indicated dates for 2024-25, 2025-26 and 2026-27.

RECOMMENDATION(S):

1. That Members approve the timetable for 2023/2024 civic year and note the indicative committee dates for the years 2024-25, 2025-26 and 2026-27.
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 meetings 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.

(N.B.) Where there are legal implications the report MUST be seen by the MO

Financial : FIN/149/23

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.

(N.B.) All committee reports MUST have a Fin Ref

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 :

None arising from the setting of the timetable. Equality and Diversity matters are considered with regards to how the Authority conducts its' Committee meetings.

Data Protection Implications :

None

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 as a result, Officers to attend.

Section 17 Crime and Disorder Considerations:

None

Health Implications:

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

Website – Report to Policy and Resources Committee 14 April 2022

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 Committee 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 the Council Tax by 10 March.
 - Hold Annual Council in May in an ordinary year (non-election) or within 21 days of Councillors taking up Office in an election year. (The 2023/2024 timetable being affected by latter)
- 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. (previously 30 September).
- 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
 - decisions required in relation to timely budget preparation
 - in recognition that the Prosperous Communities Committee can, and do, make recommendations to the Corporate Policy and Resources Committee, having appropriate days between such meetings, wherever feasible, to allow for the timely issue of reports.
- 1.6 Given the the early part of 23/24 timetable will be affected by the 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, and ensuring these accommodate and align with the Planned Member Induction timetable.
- 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 2023/2024 Timetable since it was noted by CPR at its meeting on 14 April

- 2.1 The timetable for 2022/23 was approved by Corporate Policy and Resources Committee at their meeting on 14 April 2022. As part of that decision the 2023-2024 indicative timetable was noted.

2.2 Since that time, the following changes are proposed, with brief reasoning provided for each: -

I) Overview and Scrutiny to move to 4 July (from 27 June)

With the Lincolnshire Show dates now confirmed as 21 and 22 June it is recognised that a number of Officers will be required on site at the Show Ground resulting in a possible capacity issue during the weeks in which briefings and papers would need to be legally dispatched. It is therefore proposed that the meeting is moved back by one week to 4 July 2023. This change actually results in the gap between meetings being more equal which is arguably more acceptable.

II) Full Council to move to 26 June (from 3 July)

It has been recognised that the LGA conference is provisionally scheduled to take place week beginning 3 July. To avoid any potential clash with Senior Officer and Member attendance, it is proposed that meeting is brought forward by one week to 26 June 2023.

III) Additional Meetings of the Governance and Audit Committee 26 September and 27 November 2023 and removing the 10 October Meeting

As set out at 1.3, there has to be a convenient Governance and Audit Committee meeting to approve the Statement of Accounts.

The previous statutory deadline had been 30 September but in recent years, provision has been made nationally for this to be extended to 30 November. The timetable Members previously noted had no provision for either of these dates.

It is proposed additional meetings be added to the timetable for 26 September 2023 and 27 November 2023 to accommodate the approval of accounts, regardless of which deadline is applicable.

With the addition of these two meetings it is further proposed that the meeting previously scheduled for 10 October 2023 be removed from the timetable.

IV) Corporate Policy and Resources Committee in December 2023 move to 19 December Tuesday (from 14 December)

As outlined at 1.5 above, the timetabling of meetings needs to recognise the constitutional requirement for the Prosperous Communities Committee to make recommendations to the Corporate Policy and Resources. December sees the setting of fees and charges and the timetabling agreed for 22/23 did result in some difficulties dealing with such recommendations.

It is therefore proposed that the meeting is moved from 14 December to 19 December 2023 to allow more days between the recommendations being made and Policy papers having to be dispatched.

Whilst Corporate Policy and Resources Committee “traditionally” meet on a Thursday, given the proximity of the Christmas holidays the change would see the Committee need to meet on a Tuesday on this occasion

V) 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 meeting was also removed from the 22/23 calendar on the same premise. Whilst on reflection, in a year preceding an election, a January meeting could be considered beneficial, due to the timetable completing earlier to allow for the pre-election period, in a non-election year, given the meetings in December and February of the Committee, it is not considered required.

It is therefore proposed that the January 2024 meeting be removed again.

- 2.3 No further changes to the 23/24 timetable as “noted” on 14 April 2022 are proposed. The 23/24 timetable, including the amended dates set out above is attached as Appendix 1 for approval.

3. Future Years

3.1 Timetables for 2024-2025 onwards follow a similar pattern to that proposed for this year.

3.2 Bank holidays from 2025 onwards are not published on the government website at this stage, so provisional Bank Holidays have been input to the timetable for 2025 and beyond. Timetables for 26/27 and 27/28 are extremely provisionally at this stage.

3.3 Future years proposed timetables are attached as follows:

- Appendix 1 – 2023/24 (for approval)
- Appendix 2 – 2024/25 (for noting)
- Appendix 3 – 2026/27 (for noting)
- Appendix 4 – 2027/28 (for noting)