



**Corporate Policy and
Resources Committee**

4 May 2017

Subject: Revised Committee Timetables 2017-2019

Report by:

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Purpose / Summary:

For Members to consider revised timetables for the 2017-18 and 2018-19 municipal years to better fit with statutory business.

RECOMMENDATION(S): That Members agree the revised committee timetables for the following two years.

IMPLICATIONS

Legal: None directly arising as a result of this report

Financial : 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 Committee Timetables for 2015/16 to 2018/19 were approved by Policy and Resources Committee on 10 November 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 It was agreed that there be the following number of meetings:

- six 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 had been 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 deadline decisions on statutory business)

1.5 The report in November 2015 stated that “Should it transpire that further changes become necessary the timetables will be brought back to the Corporate Policy and Resources Committee for further amendments”.

1.6 In order to facilitate the presentation of Quarter 4 Monitoring reports (Progress and Delivery and Treasury Management) prior to the end of the Municipal year, before Annual Council, it is suggested that further Corporate Policy and Resources meetings be scheduled towards the end of April/beginning of May. In order, therefore to not have as many Corporate Policy and Resources meetings it is suggested that the October meeting be removed from the timetable.

1.7 The Challenge and Improvement Committee had requested that they not have a scheduled meeting during Christmas week, therefore this has been moved into January.

1.8 Following the calling of the General Election on 8 June 2017, it will also be necessary to move the date of the Licensing/Regulatory meeting, Monday 19 June 2017 is proposed.

2. Recommendations

2.1 That Members agree the revised committee timetables for the following two years.

WEST LINDSEY DISTRICT COUNCIL COMMITTEE TIMETABLE

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
MAY	MON BH	TUE PC	WED PL	THU CPR	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	FRI	SAT	SUN	MON	TUE	WED LR	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	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	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
JAN	MON BH	TUE	WED	THU	FRI	SAT	SUN	MON	TUE CI	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	WED
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 CPR	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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KEY

AC	ANNUAL COUNCIL	L&R	LICENSING & REGULATORY	LS	LINCOLNSHIRE SHOW
CL	COUNCIL	C&I	CHALLENGE & IMPROVEMENT	JSCC	JOINT STAFF CONSULTATIVE
CP&R	CORPORATE POLICY & RESOURCES	PL	PLANNING	BH	BANK HOLIDAY
PC	PROSPEROUS COMMUNITIES	GA	GOVERNANCE & AUDIT		

WEST LINDSEY DISTRICT COUNCIL COMMITTEE TIMETABLE 2018

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MAY	TUE PC	WED PL	THU	FRI	SAT	SUN	MON BH	TUE	WED	THU CPR	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
JUN	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	SAT	X
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	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	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	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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