



**Corporate Policy and  
Resources Committee**

**Thursday 12<sup>th</sup> December  
2024**

**Subject: Amendments to the approved Committee Timetable: Change of Meeting Time – Governance and Audit Committee, January 2025**

Report by:

Director of Corporate Services

Contact Officer:

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Purpose / Summary:

To approve amendments to the agreed Committee Timetable in relation to the meeting of the Governance & Audit Committee scheduled in January 2025.

**RECOMMENDATION(S):**

**1. That, for reasons of volume of work programmed for the January Governance and Audit Committee, the Committee approve the following change to the 2024/25 Committee Timetable:**

**a) the meeting of the Governance and Audit Committee currently scheduled for Tuesday 21<sup>st</sup> January at 2pm, be brought forward to 1pm.**

## IMPLICATIONS

**Legal:** The Local Government Act 1972 requires the Council to agree and publish a schedule of meeting dates. The Head of Paid Service's delegation does not extend to amending already approved dates.

**Financial:** FIN/116/25/VA

This proposal does not change the total number of meetings and therefore there is no additional financial impact.

**Staffing:** None arising from this report.

**Equality and Diversity including Human Rights:** None arising from this report

**Data Protection Implications:** None arising from this report

**Climate Related Risks and Opportunities:** This proposal does not change the total number of meetings so has a no greater either positive or negative impact on the travel etc.

**Section 17 Crime and Disorder Considerations:** None arising from this report

**Health Implications:** None arising from this report

**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**

**X**

**Key Decision:**

A matter which affects two or more wards, or has significant financial implications

**Yes**

**No**

**X**

## 1. Introduction

- 1.1 The Council is required under the Local Government Act 1972 to produce a schedule of its meetings. The Corporate Policy and Resources Committee is responsible for approving that timetable (schedule) annually, having approved the timetable for 2024/25 at its meeting on 8 February 2024.

## 2 Reason for the Requirement of a Committee Decision

- 2.1 As the schedule of meetings is produced in advance and approved by the Corporate Policy and Resources Committee months prior to the commencement of the relevant Civic Year, it is not always possible to anticipate the volume of business at a particular committee meeting.

- 2.2 Whilst the Head of Paid Service has a number of delegations in relation to the Committee timetable, as set out in Part IV, page 32 of the Constitution, namely:

“9. In the event of extreme inclement weather; or insufficient business to warrant calling a meeting or other unforeseen circumstance including periods of national mourning/national emergencies to **cancel or postpone** a meeting of the Council, a committee, subcommittee etc. or, where business dictates that **a meeting, not already set out in the timetable, be required** to be held, that meeting be called, in consultation with the relevant Chairman.

This delegation does not extend to changing already approved times, in order that the delegation does not compete with the legal requirement to produce a schedule of meetings (ref 1.1 above).

- 2.3 Due to the delay in approval of the statutory accounts we anticipate in excess of 10 items of business at the January meeting of Governance and Audit Committee. In recognition of the detailed discussions that will be required for the scheduled business, it is requested that an earlier start time be approved.

## 3. Recommendation

- 3.1 The Corporate Policy and Resources Committee are therefore asked to approve the following change to the previously agreed timetable:

a) the meeting of the Corporate Policy and Resources Committee currently scheduled for Tuesday 21st January at 2pm, be brought forward to 1pm.