



**Corporate Policy &  
Resources Committee**

**Thursday, 13 February  
2025**

**Subject: Committee Timetable 2025/26 for approval and Draft Timetable  
for 2026/27 for noting**

Report by:

Monitoring Officer

Contact Officer:

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Purpose / Summary:

For Members to consider and approve the timetable for the 2025/26 civic year, and note the early indicated dates for 2026/27

**RECOMMENDATION(S):**

1. That Members approve the timetable for the 2025/26 civic year and note the indicative committee dates for the year 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.

**Financial: FIN REF FIN/141/25/CPR/VA**

With the exception of JSCC, all meetings within this timetable are required by law to meet in person. As such, the number of meetings in a year has financial implications relating to matters such as travel and facilities expenses.

It is not anticipated for there to be any more meetings scheduled than in previous years, meaning there should not be any additional financial cost in 2025/26.

**Staffing:** There are no expected staffing implications arising from this report.

**Equality and Diversity including Human Rights:** There are no implications 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 arising from this report.

**Climate Related Risks and Opportunities:** With the exception of JSCC, all meetings within this timetable are required by law to meet in person, meaning Councillors and Officers are required to travel in order to attend.

**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:**

[Report to CP&R Committee 8 February 2024](#)

**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 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.
- 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
  - 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.
  - Similarly in recognition that Corporate Policy Resources can and do make recommendations to Full Council, particularly in respect of budget matters, having appropriate days between such meetings, wherever feasible, to allow for the timely issue of reports.
- 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.
- 1.8 Following a number of additional meetings being required in 2023/24, the timetable for 2024/25 incorporated a higher number of scheduled meetings, with the understanding that should there be insufficient business for a meeting to take place, the Constitution made allowances for those meetings to be cancelled.
- 1.9 Of the additional four scheduled meetings for the Corporate Policy and Resources Committee, none have been cancelled, although there have been meetings where only one or two items of business have been on the agenda. Of the scheduled meetings for the Prosperous Communities Committee, only one meeting was cancelled due to insufficient business,

however the subsequent meeting had a significant amount of business on the agenda.

- 1.10 It is recognised that Members and Officers alike have commented on the increased workload, and reduced meeting preparation time, that has occurred as a result of the additional meetings included in the 2024/25 Committee Timetable. Therefore, a balance has been sought for the 2025/26 timetable, with fewer scheduled meetings of the Corporate Policy and Resources Committee than in 2024/25 but more than previously scheduled in 2022/23 and 2023/24.

## **2 Proposed Changes to the 2025/26 Timetable**

- 2.1 The timetable for 2024/25 was approved by the Corporate Policy and Resources Committee at their meeting on 8 February 2024. As part of that decision, the 2025/26 indicative timetable was noted.

- 2.2 Since that time, the following changes to the 2025/26 timetable have been proposed, with brief reasoning provided for each:

### **2.2.1 Annual Council to move to 19 May 2025 (from 12 May)**

The date for Annual Council was suggested to be moved as it was mooted that there may be an additional Bank Holiday in England to mark the anniversary of VE Day. Whilst it has since been announced by the Government that this will not be the case, it was considered prudent to maintain the new date, in view of the potential for circumstances to change.

### **2.2.2 Full Council to move to 7 July 2025 (from 30 June)**

The LGA Conference is scheduled to take place 1 – 3 July 2025 and it has been previously recognised that it is sensible to avoid such events as it may cause difficulties for availability of Senior Members and Officers. The conference dates were not known at the time of drafting the indicative timetable, therefore this amendment has been made once the dates were advertised.

### **2.2.3 Prosperous Communities Committee to move to 4 November 2025 (from 3 November)**

This amendment from the indicative timetable is suggested in order to maintain the current format of Prosperous Communities Committee meetings being held on Tuesdays.

### **2.2.4 Overview and Scrutiny Committee to move to 18 November 2025 (from 4 November)**

Based on the suggested amendment in 2.2.3, this would require the indicative date for the November meeting of the Overview and Scrutiny Committee to also be moved. The date of 18 November 2025 has been

suggested based on this being a shorter period between the November meeting and next scheduled meeting in January 2026.

#### **2.2.5 Prosperous Communities Committee to move to 28 April 2026 (from 5 May)**

It has long been the practice at West Lindsey District Council to avoid scheduling meetings in May each year, ahead of Annual Council taking place, and when it is likely there will be elections taking place (whether that be, for example, County, District or Police and Crime Commissioner). This proposed amendment to the timetable retains that practice of keeping May clear of scheduled meetings.

#### **2.2.6 Reduction in Scheduled Meetings of the Corporate Policy and Resources Committee**

The previously noted version of the 2025/26 timetable contained 11 scheduled meetings of the Corporate Policy and Resources Committee, compared to a historic arrangement of seven meetings per municipal year. Throughout 2024/25 there have been specific items of business requiring committee decisions, such as ongoing matters to do with the former RAF base at Scampton, and multiple Nationally Significant Infrastructure Projects (NSIPs). These matters are now largely resolved and are unlikely to require to same frequency of committee input, however, there remains the option to call extraordinary meetings of Council or Committees, should they be required for standalone items of business.

Additionally, there has been business which has progressed through both policy committees separately, where a Concurrent meeting of the Corporate Policy and Resources and Prosperous Communities Committees would have been more efficient.

For those reasons, and based on feedback received from Members and Officers, it is suggested that the scheduled number of meetings for the Corporate Policy and Resources Committee be reduced. The following amendments have therefore been included in the proposed timetable for 2025/26:

- **Remove:** 23 October 2025
- **Replace:** 22 May 2025 & 26 June 2025 with 12 June 2025
- **Replace:** 26 March 2026 & 23 April 2026 with 16 April 2026

2.3 The 2025/26 timetable, including the amendments as detailed above, is attached at Appendix 1, for approval by this Committee.

### **3 Future Years**

3.1 As is customary, the indicative timetable for 2026/27 has also been drafted. This is in line with the meeting schedule for 2025/26. This can be found for Members' consideration at Appendix 2.

3.2 In consideration of the changes made to the timetables over recent years, draft timetables beyond 2026/27 will be reviewed in greater detail over the coming months. Indicative schedules will be presented when approval is sought for the 2026/27 timetable, that being in February 2026.

### **3 Conclusion**

3.1 Members are asked to:

- **APPROVE** the Committee Timetable for 2025/26 (attached at Appendix 1); and
- **NOTE** the Committee Timetable for 2026/27 (attached at Appendix 2).