



**Corporate Policy and
Resources Committee**

Thursday 8 February 2024

Subject: Committee Timetable 2024/25 for approval and Draft timetable for 2025/2026 for noting

Report by:

Monitoring Officer

Contact Officer:

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Purpose / Summary:

For Members to consider and approve the timetable for the 2024/2025 civic year, and note the early indicated dates for 2025/2026

RECOMMENDATION(S):

1. That Members approve the timetable for 2024/2025 civic year and note the indicative committee dates for the year 2025/2026.
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/140/24/CPR/SL

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, these will be monitored throughout the year and any pressures reported through internal budget monitoring procedures.

Staffing :

Increasing the number of meetings could see staffing implications arise. As the number of meetings increase resourcing requirements will be monitored.

As such it has been agreed that a new Performance and Delivery Measure will be introduced to monitor the number of Committees, Briefings, Working Groups, Workshops and Training Sessions which are facilitated by Democratic Services to monitor demand, capacity and staffing levels across the service.

The revised timetable for 2024-2025 introduces 5 more committee meetings when compared to the timetable noted by CPR Committee on 9 February 2023.

2023-2024 saw 9 additional committee meetings convened.

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:

None

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

Website – Report to Policy and Resources Committee 9 February 2023

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

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. (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.
 - 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 Finally 2023/2024 has seen a number of additional meetings needing to be added to the timetable for a variety of reasons, particularly in respect of the Policy committees, but primarily Corporate Policy and Resources. A total of 9 additional or special meetings were held during 2023/24.
- 1.9 Whilst some of these were borne out of one-off occurrences, it is already recognised, particularly for the Corporate Policy and Resources Committee, that the workplan is particularly heavy. Therefore, a number of additional meetings are proposed (section 2 II below) in a bid to reduce the need to try and secure additional dates with little notice. The Constitution does allow for meetings to be cancelled where there is insufficient business, and this approach will be taken.

2. Proposed Changes to 2024/2025 Timetable since it was noted by Corporate Policy and Resources Committee at its meeting on 9 February 2023

2.1 The timetable for 2023/2024 was approved by Corporate Policy and Resources Committee at their meeting on 9 February 2023. As part of that decision the 2024/2025 indicative timetable was noted.

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

I) Full Council to move to 24 June (from 1 July)

It has been recognised that the LGA conference is provisionally scheduled to take place week beginning 1 July. To avoid any potential clash with Senior Officer and Member attendance, it is proposed that the meeting is brought forward by one week to 24 June 2024.

No further amendments are proposed to Council Meetings from the timetable noted in February last year.

II) Corporate Policy and Resources Committee – Four additional meetings and revised dates for June and November

As outlined at 1.8 above, the work for this Committee has increased and through 2023/2024 there was a need for additional meetings to be added.

It is proposed that the following meetings be added: -

- * Thursday 23 May 2024
- * Thursday 17 October 2024
- * Thursday 9 January 2025
- * Thursday 13 March 2025

And the following meetings be moved to recognise the constitutional requirement for the Prosperous Communities Committee to make recommendations to the Corporate Policy and Resources and to re-align the spaces between meetings, having added additional ones: -

- * 13 June be moved to 20 June 2024
- * 7 November be moved to 14 November 2024
- * 19 December be moved to 12 December 2024

The new timetable means, that with the exception of August the Committee will meet almost monthly, and the meeting dates do allow for timely recommendations to the Committee from the Prosperous Communities Committee or for the Committee itself to make recommendations to Council, which is a common feature of this Committee's work.

III) Prosperous Communities Committee- additional meeting 12 November 2024

It is proposed that an additional meeting be added for November – namely Tuesday 12 November as the next NSIP is expected to be submitted during the Autumn Winter period. This additional meeting, it is anticipated, should provide ample meeting opportunities during the autumn winter timetable to negate the need for additional meetings going forward. As stated elsewhere in the report, meetings can be removed from the timetable if there is insufficient business in the fullness of time.

IV) Licensing / Regulatory Committees – to move the 13 March 2025 meeting to 20 March

At 2.2 II above, it is proposed that an additional meeting of Corporate Policy and Resources Committee is held on 13 March 2025, to allow for this it is proposed the meeting of the Licensing and Regulatory Committees be moved back by a week from 13 March 2025 to 20 March 2025.

V) Governance and Audit Committee – No Change

The schedule of meetings has satisfied the business need for the Committee. No amendments are proposed to Governance and Audit Committee Meetings from the timetable noted in February last year.

VI) Planning Committee – No Change

The schedule of meetings has satisfied the business need for the Committee. No amendments are proposed to Planning Committee meetings from the timetable noted in February last year.

VII) Overview and Scrutiny Committee –

The schedule of meetings has satisfied the business need for the Committee. No amendments are proposed to Overview and Scrutiny Committee Meetings from the timetable noted in February last year.

VIII) Joint Staff Consultative Committee –

The schedule of meetings has satisfied the business need for the Committee. No amendments are proposed to Joint Staff Consultative Committee Meetings from the timetable noted in February last year.

2.3 The 2024/2025 timetable, including the amended and additional dates set out above is attached as Appendix 1 for approval.

3. Future Years

- 3.1 The Timetable for 2025/2026 has been drafted at this point, to follow a similar pattern to that proposed for this year and is for noting.
- 3.2 Whilst it has been custom and practice, to draft timetables on a four-year rolling basis, this is not a constitutional requirement. Given a new pattern is in effect being trailed, timetables beyond May 2026 are not included on this occasion.
- 3.3 Future years proposed timetables are attached as follows:
 - Appendix 1 – 2024/2025 (for approval)
 - Appendix 2 – 2025/2026 (for noting)