

Subject:	Time Table of Meetings 2020/2021		
Date of Meeting:	5 December 2019		
Report of:	Executive Lead Officer for Strategy, Governance & Law		
Contact Officer:	Name:	Mark Wall	Tel: 01273 291006
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Ward(s) affected:	All		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 To consider the proposed schedule of meetings for the municipal year 2020/21 (see appendix 1) based on the current meetings timetable and taking into account the PCC elections scheduled for the 7 May 2020.

2. RECOMMENDATIONS:

- 2.1 That the proposed timetable of meetings for the 2020-2021 municipal year be agreed; subject to any necessary amendments following changes to the Constitution and/or committees' requirements.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The report outlines the proposed schedule of meetings for 2020/21 and enables Members and members of the public to identify when various committees are due to meet throughout the year.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The proposed timetable for 2020/21 maintains a similar cycle of meetings to those in 2019/20. It takes into account the meetings of the Health & Wellbeing Board, the Greater Brighton Economic Board and various project boards, as well as changes to school holiday periods. In summary, the proposals are:-

Full Council:

6 Ordinary Council meetings,
plus the Annual Council and Budget Council 8 meetings in total

Policy Committees:

Policy & Resources: 6 meetings
Children, Young People & Skills: 6 meetings
Environment, Transport & Sustainability: 6 meetings

Housing:	6 meetings
Tourism, Equalities, Communities & Culture:	6 meetings
<u>Regulatory Committees:</u>	
Planning:	12 meetings
Audit & Standards:	4 meetings
Licensing:	3 meetings
<u>Sub-Committees:</u>	
Licensing Panels:	As required (avg 2 per month)
Personnel Appeals:	2 per month
<u>Health Overview & Scrutiny Committee:</u>	
Health Overview & Scrutiny:	4 meetings
<u>Forums/Other Bodies:</u>	
Corporate Parenting Board:	4 meetings
Procurement Advisory Board	Monthly
Strategic Delivery Board	Monthly
Limited Liability Partnership Board	Quarterly
<u>Partnerships:</u>	
Greater Brighton Economic Board	Quarterly
Health & Wellbeing Board:	8 meetings
City Management Board	Monthly
Orbis Joint Committee	Quarterly

- 4.2 The proposed timetable for 2020/21 provides for a total of 54 committee meetings, 48 partnership and board meetings, excluding the number of licensing panels and personnel appeals (see Appendix 1).

Governing Principles for the Meetings Timetable

- 4.3 The following guidelines have been applied in reviewing the meetings timetable:
- As far as possible clashes of meetings have been avoided. However, inevitably, given the constraints of avoiding school/public/religious holidays and the number of meetings to be accommodated on specific days of the week, there are occasions where there are overlaps of meetings.
 - What appear at the moment to be “free” days will be filled by Licensing Panel hearings and the various Chairs’ pre-meetings and political group meetings.
 - As far as possible meetings have not been scheduled on Fridays.

- As far as possible school holidays, religious holidays and party conference weeks have been avoided, although it has not been possible to keep those weeks completely clear.
 - Meeting start times are generally scheduled for 4pm or later to encourage public attendance. However, Committees can determine whether to continue with the programmed start time or if an alternative time would be more appropriate for their particular meeting.
- 4.4 There must be a sufficient number of meetings to enable the council business to be transacted. The schedule of Council and Committee meetings is designed to ensure that:
- Committee and scrutiny reports can be received without undue delay;
 - Consideration of the various plans and strategies to be adopted by Full Council can be accommodated;
 - There is scope to accommodate city-wide debates if necessary; and
 - Public interest and participation through questions, deputations, petitions and petition debates continues to be facilitated.
- 4.5 The Health Overview & Scrutiny Committee is programmed to meet quarterly in line with the Overview and Scrutiny rules.
- 4.6 Whilst every effort will be made to keep meetings on the dates listed there may be a need to alter them and additional meetings may be required for dedicated debates on key issues or particular plans and strategies.
- 4.7 As usual, a number of further meetings, which are not part of the Council's formal meetings cycle, have been programmed to meet on a regular basis e.g. the Procurement Advisory Board, the Corporate Parenting Board, the Strategic Delivery Board, City Management Board and the Greater Brighton Economic Board.
- 4.8 An additional day for a reconvened Budget Council meeting has also be included in the proposed time-table so that the date can be held in diaries should the need arise for such a meeting.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Leading Members, Directors and appropriate officers have been consulted on the proposed timetable and appropriate committee and council dates set to meet statutory requirements e.g. Budget Council.

6. CONCLUSION

- 6.1 The time table also lists the dates and times of other meetings such as; Area Housing Panels, the Police & Crime Panel and East Sussex Fire Authority and the Brighton & Hove Strategic Partnership Board; and as such there are occasional clashes with council meetings which are unavoidable.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The overall number of meetings proposed is similar to the current financial year and so not expected to have any significant financial implications. Any costs involved to implement the changes, such as staff time, are expected to be met from existing resources.

Finance Officer Consulted: Peter Francis

Date: 11.11.19

Legal Implications:

- 7.2 The proposed time table of meetings does not prevent the calling of Special Meetings or the use of Urgency Sub-Committee meetings should circumstances arise. However it does enable a more organised scheduling of meetings to be maintained throughout the municipal year.
- 7.3 The proposed time table allows for continued compliance with the Access to Information Procedure Rules set out in Part 7.1 of the Constitution

Lawyer Consulted:

Abraham Ghebre-Ghiorghis

Date: 11.11.19

Equalities Implications:

- 7.4 The majority of meetings are scheduled for 4.00pm or later to encourage public attendance and interest; as well as taking account of the potential that some councillors will have full-time work and therefore able to combine that with attending meetings. Holiday periods are also avoided as far as is feasible.
- 7.5 The scheduling of meetings at 4.00pm or later does impact on some Members in regard to work and child care commitments and therefore may restrict their ability to serve on certain committees. However, the question of earlier start times has been raised and discussed at various levels and the majority of Members remain in favour of the general start time of 4.00pm for committee meetings.

Sustainability Implications:

- 7.6 There are no sustainability implications arising from the report.

Any Other Significant Implications:

Crime & Disorder Implications:

- 7.7 There are no direct crime & disorder implications arising from the report, however considerations are taken into account for each meeting, along with risk assessments and security arrangements are put in place accordingly.

Risk and Opportunity Management Implications:

- 7.8 The scheduling of meetings aims to accommodate the decision-making processes for the year, but there is always the possibility of additional meetings having to be called.

Public Health Implications:

- 7.9 There are no public health implications in the report and all venues to be used have been assessed for access, hearing loops and health and safety measures.

Corporate / Citywide Implications:

- 7.10 The scheduling of meetings accommodates the Council priority for open and effective city leadership.

SUPPORTING DOCUMENTATION

Appendices:

1. Proposed time table of meetings for 2020-2021

Documents in Members' Rooms

1. None

Background Documents

1. Committee time table for 2019-20

