

Subject: Review of Meetings Timetable 2013/14
Date of Meeting: 24 January 2013
Report of: Interim Lead for the Chief Executive's Office
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Wards Affected: All

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 To consider the proposed schedule of meetings for the municipal year 2013/14 based on the current meetings timetable.

2. RECOMMENDATIONS:

- 2.1 That the proposed timetable of meetings for 2013/14 be approved.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

Existing Arrangements

- 3.1 The proposed timetable for 2013/14 maintains a similar cycle of meetings to those in 2012/13. In summary, the proposals are:-

Full Council & Policy Committees:

6 Ordinary Council meetings, plus the Annual Council and Budget Council	
Policy & Resources:	7 weekly / 8 times
Adult Care & Health:	8 weekly / 5 times
Children & Young People:	8 weekly / 5 times
Economic Development & Culture:	8 weekly / 5 times
Environment & Sustainability:	8 weekly / 5 times
Housing:	8 weekly / 6 times
Transport:	8 weekly / 6 times

Regulatory Committees:

Planning:	3 weekly / 17 times
Audit and Standards:	8 weekly / 5 times
Licensing:	3 meetings
Licensing Panels:	Weekly
Personnel Appeals:	3/4 per Month

Sub-Committees:

Corporate Parenting:	Quarterly
Housing Management Consultative:	8 weekly / 6 times

Overview & Scrutiny Committees:

Overview & Scrutiny:	8 weekly
Health & Wellbeing Overview & Scrutiny:	8 weekly

Forums

Community Safety Forum	Quarterly
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Partnerships:

Health & Wellbeing Board:	Quarterly
Joint Commissioning Board:	Quarterly

- 3.2 The proposed timetable for 2013/14 provides for a total of 105 meetings (see Appendix 1).

Governing Principles for the Meetings Timetable

- 3.3 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 Chair’s 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.

- 3.4 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.

- 3.5 The Overview & Scrutiny Committee is programmed to meet once a cycle in line with the Overview and Scrutiny rules.

- 3.6 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.

- 3.7 As usual, a number of further meetings, which are not part of the formal meetings cycle, have been programmed to meet on a regular basis e.g. the Community Safety Forum and the Joint Commissioning Board.
- 3.8 The time table also lists the dates and times of other meetings such as 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.

4. CONSULTATION

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

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 There are no financial implications arising from the report.

Finance officer consulted: Anne Silley

Date: 11/01/13

Legal Implications:

- 5.2 The proposed timetables 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 fluent scheduling of meetings to be maintained throughout the municipal year.

- 5.3 The proposed timetable allows for continued compliance with the Access to Information Procedure Rules set out in Part 8.1 of the Constitution

Lawyer consulted:

Abraham Ghebre-Ghiorghis Date: 11/01/13

Equalities Implications:

- 5.4 The majority of meetings are scheduled for 4.00pm or later to encourage public attendance and interest. Holiday periods are also avoided as far as is feasible.

- 5.5 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:

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

Crime & Disorder Implications:

- 5.7 There are no crime & disorder implications arising from this report.

Risk and Opportunity Management Implications:

- 5.8 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.

Corporate / Citywide Implications:

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

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 Discussions have been held at the Member Cross Party Working Group and the Leaders Group in regard to the start times of meetings and the conclusion has been to retain the 4.00pm start time.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 The report outlines the proposed schedule of meetings for 2013/14 and enables Members and members of the public to identify when various committees are due to meet throughout the year.

SUPPORTING DOCUMENTATION

Appendices:

1. Proposed Timetable for 2013/14 municipal year

Documents in Members' Rooms

None

Background Documents

1. Timetable of Meetings for 2012/13