



COUNCIL: 15 December 2021

Report of: Corporate Director of Transformation & Resources

Relevant Portfolio Holder: Councillor I Moran

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SUBJECT: TIMETABLE OF MEETINGS 2022/23

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To approve the timetable of meetings for the Municipal Year 2022/23

2.0 RECOMMENDATION

2.1 That the timetable for the meetings for the 2022/23 Municipal Year, attached as an appendix to this report, be approved, subject to consideration of the proposed changes to the start times of some meeting, as detailed in paragraph 4 below, and any potential issues be raised.

3.0 BACKGROUND AND ISSUES

3.1 It is important to establish a timetable of meetings to enable the work of the Council, its Committees and the Cabinet to operate effectively and to enable Members and Officers to plan work commitments/deadlines.

3.2 The attached timetable has been based on the timetable for the current year, with some changes to reflect issues arising during the year.

3.3 The timetable attempts to ensure good links between Cabinet and Overview & Scrutiny Committee meetings and also to ensure that meetings are held at the most suitable time (such as in late February for setting budgets etc). The regular frequency of Planning Committee meetings is also important to enable the Council to determine planning applications in accordance with statutory and other deadlines. Audit & Governance Committee dates take into consideration requirements for the production and approval of the Council's Statement of Accounts. Other meetings are scheduled to give an appropriate number of meetings to enable the work of the Council to be conducted.

4.0 START TIMES FOR MEETING - SURVEY

4.1 Currently meetings of the various Committees start at different times, with some meetings finishing late into the evening eg. 11.30pm. Start times for the various meeting are as follows:

- Council 7.30 pm
- Cabinet 7.00 pm
- Executive Overview and Scrutiny Committee 7.00 pm
- Corporate and Environmental Overview & Scrutiny Committee 7.00 pm
- Licensing and Appeals Committee 7.30 pm
- Audit and Governance Committee 6.30 pm
- Planning Committee 7.00 pm
- Standards Committee 5.00pm

4.2 At Council in February 2021 it was agreed that a survey would be undertaken of Members to seek their views in relation to a proposal that all main Committee meetings, Cabinet and Council should start at the same uniformed time of 6.30pm.

4.2 Twenty-five individual responses have been received, the results of that survey (07.12.21) are as follows:

Stay the same	5
6.30pm	5
7.00pm	11
7.30pm	4

4.3 The Leader of the Conservative Group has advised that a uniformed start time of 7pm for all meetings would be preferred, however Council should remain at 7.30pm.

4.4 The Leader of the Our West Lancashire Group has advised that his group would prefer start times to remain as they currently are, as detailed in paragraph 4.1 above.

5.0 SUSTAINABILITY IMPLICATIONS

5.1 There are no significant sustainability impacts associated with this report and in particular, no significant impact of crime and disorder.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

6.1 There are no significant financial or resource implications arising from this report.

7.0 RISK ASSESSMENT

- 7.1 A timetable of scheduled meetings is important in enabling the Council to plan the conduct of its business, ensuring that decisions are made at the appropriate time to meet statutory requirements, such as setting the Council Tax.
- 7.2 Meetings included in the timetable are required under legislation to be held in person.

8.0 HEALTH AND WELLBEING IMPLICATIONS

- 8.1 There are no health and wellbeing implications arising from this report.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore no Equality Impact Assessment is required.

Appendix

Timetable of meetings 2022/23.