

# Report to Council

**Agenda  
Item:**  
  
**17(ii)**

Meeting Date: 7 January 2020  
Portfolio: Finance, Governance and Resources  
Key Decision: No  
Within Policy and Budget Framework  
Public / Private Public

Title: DATES AND TIMES OF MEETINGS 2020/21  
Report of: Corporate Director of Governance and Resources  
Report Number: GD.69/19

## Purpose / Summary:

The attached report relating to the dates and times of meetings for 2020/21 was submitted to the Executive on 18 November 2019. The Executive recommended that the Council agree the schedule of dates and times of meetings in the 2020/21 municipal year as set out in the calendar attached as an Appendix. The Executive also noted the dates and times of meetings of the Executive as chosen by the Leader.

## Recommendations:

- (1) That the dates and times of meetings in the Municipal Year 2020/21 be approved as set out in the attached Schedule.
- (2) That the dates and times for meetings of the Executive, which have been chosen by the Leader, be noted.

## Tracking

Executive:	<b>18 November 2019</b>
Scrutiny Chairs Group:	<b>8 November 2019</b>
Council:	

**Contact Officer: Rachel Plant**

**Ext: 7039**

**Appendices Executive report GD.66/19 and Minute Excerpt  
attached to report:**

**Note: in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers:**

- Carlisle City Council's Constitution
- GD.23/19 – Dates and Times of Meetings 2019/20 from Council 20 May 2019

# Report to Executive

Agenda  
Item:

Meeting Date: 18 November 2019

Portfolio: Cross Cutting

Key Decision: No

Within Policy and  
Budget Framework No

Public / Private Public

Title: DATES AND TIMES OF MEETINGS 2020/21

Report of: Corporate Director of Governance and Resources

Report Number: GD.66/19

## Purpose / Summary:

To consider dates and times for meetings of the City Council, Executive, Scrutiny Panels, Audit Committee and the Regulatory Committees for the 2020/21 municipal year.

## Recommendations:

- (1) The observations of the Executive are requested on the schedule of dates and times for meetings in the 2020/21 Municipal Year for submission to the City Council.
- (2) That the dates and times for meetings of the Executive, which have been chosen by the Leader, be noted.

## Tracking

Executive:	<b>18 November 2019</b>
Scrutiny:	<b>Scrutiny Chairs Group - 8 November 2019</b>
Council:	<b>7 January 2020</b>

## **1. BACKGROUND**

- 1.1** The Constitution of the City Council requires that a calendar showing the date and time of ordinary meetings of committees, sub-committees, panels and working groups shall be prepared by the Corporate Director of Governance and Regulatory Services and approved by the Council before the commencement of the Council year and the calendar will then be distributed to all Members.

## **2. PROPOSALS**

- 2.1** Attached at Appendix A is a draft schedule of meeting dates for the City Council, the Executive, Scrutiny Panels and the Regulatory Committees for the 2020/21 Municipal Year.
- 2.2** The frequency of meetings is set out in the Constitution in respect of the Executive, Scrutiny Panels and the Audit Committee. The frequency of meetings of the Council and remaining Committees/Panels have been previously agreed. The current frequencies are as follows:-

City Council (ordinary meetings)	8 weekly;
Scrutiny Panels	6 weekly;
Executive (required to meet at least 13 times per year)	4 weekly;
Development Control Committee	6 weekly;
Regulatory Panel	5 weekly;
Licensing Committee	Quarterly

The Audit Committee will meet in July, September, December and March.

Meetings of the Standards Committee, Appeals Panels, Employment Panel, Licensing Sub-Committees, and other meetings are held as and when required and as such are not included in this schedule.

- 2.3** The Constitution states that the Executive will meet at least 13 times per year. Dates and times for meetings of the Executive are at the discretion of the Leader and are currently every 4 weeks.
- 2.4** The Health and Wellbeing Scrutiny Panel and the Economic Growth Scrutiny Panel have been scheduled to meet at 10.00am on Thursday and the Business and Transformation Scrutiny Panel has been scheduled for 4.00pm on Thursday, as is current practice. Economic Growth Scrutiny Panel in April 2021 will take place on

Monday 12th to allow time for the consideration and amendment of the Annual Report in advance of it being sent out to full Council.

- 2.5** The Development Control Site Visit meetings in November 2020 and March 2021 have been moved to a Tuesday to avoid clashing with the Regulatory Panel.
- 2.6** With regard to the Budget process, it is proposed that the Executive meeting scheduled for Monday 9 November 2020 will be an ordinary meeting that will also include consideration of the initial draft Budget reports. The budget reports will then be circulated for consultation with the Scrutiny Panels as follows:-  
Health and Wellbeing – Thursday 19 November 2020;  
Economic Growth – Thursday 26 November 2020;  
Business and Transformation – Tuesday 1 December 2020.

The observations of the Scrutiny Panels will then be considered at a further special Executive meeting on Monday 7 December 2020.

It is proposed that the Executive will meet again on Monday 14 December 2020 to formally agree its draft Budget for consultation.

This consultation process will include the proposals being submitted to the scheduled meeting of the Business and Transformation Scrutiny Panel on Thursday 7 January 2021 with their observations and other feedback being considered by the Executive at their meeting on Wednesday 13 January 2021.

The budget proposal will then go to a Special meeting of the City Council on 2 February 2021.

### **3. RISKS**

- 3.1** Not having an agreed calendar of meetings contravenes the requirements of the Constitution of the City Council and would inhibit members of the public in engaging in the democratic process.

### **4. CONSULTATION**

- 4.1** The Scrutiny Chairs Group has considered the draft timetable on 8 November 2019 and any comments will be fed into the calendar.

- 4.2** Consultation has taken place with the Licensing Section, Economic Development and Finance on the scheduling of meetings. The Corporate Director of Finance and Resources' comments on the arrangements for considering and processing the Budget and the views of Economic Development on the schedule of Development Control Committee meetings have been incorporated in the schedule of meetings attached.

## **5. CONCLUSION AND REASONS FOR RECOMMENDATIONS**

- 5.1** In accordance with Procedure Rule 1.1 (x) that the dates and times of meetings in the Municipal Year 2020/21 be approved as set out in the attached appendix.
- 5.2** That the dates and times of meetings of the Executive as chosen by the Leader be noted.

## **6. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES**

- 6.1** To ensure that the appropriate governance arrangements are in place to enable the City Council to meet all of the Carlisle Plan priorities.

**Contact Officer:** Rachel Plant

**Ext:** 7039

**Appendices** Appendix A – Schedule of dates and times of meetings for 2020/21  
**attached to report:**

**Note: in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers:**

- Carlisle City Council's Constitution
- GD.23/19 – Dates and Times of Meetings 2019/20 from Council 20 May 2019

## **CORPORATE IMPLICATIONS:**

**LEGAL** - comments are incorporated in the report but it should be noted that the Council must, at this stage, set its Civic Calendar to facilitate its existing committee structure, irrespective of the governance deliberations currently under consideration by the Overview and Scrutiny panels. Some of the Meetings are set (e.g. Annual Council) but it is open to Council to amend the calendar as regards other meetings, should it wish to do so.

**FINANCE –** subject to the Council agreeing a schedule of meetings for Council, Scrutiny Panels and Regulatory Committees and the Leader arranging a schedule of meetings of the Executive which are broadly comparable with the schedule of meetings for the current Municipal Year, there are no additional staffing/resource requirements arising from this report. The meetings necessary for the Budget process have been scheduled into the Calendar of Meetings. The Council budget meeting is currently scheduled for 2 February 2021. As this is before 8 February any proposed amendments to the budget proposals on the night would act as a reference back to the Executive and would not be effective on the night.

**EQUALITY –**

**INFORMATION GOVERNANCE –**

# May 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7 <i>City Council and PCC Elections</i>	8 <i>Bank Holiday</i>	9	10
11	12	13	14	15	16	17
18  11.00am—Annual Council	19	20	21	22	23	24
25  <i>Bank Holiday</i>	26	27 2.00pm—Regulatory Panel followed by Licensing Committee  4.00pm—Executive	28  4.00pm—Business and Transformation Scrutiny Panel	29	30	31

# June 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<i>1</i>	<i>2</i>	<i>3</i> 9.45am —Development Control Committee 10.00am— Development Control Site Visits	<i>4</i> 10.00—Economic Growth Scrutiny Panel	<i>5</i> 10.00am— Development Control Committee	<i>6</i>	<i>7</i>
<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i> 10.00am—Health and Wellbeing Scrutiny Panel	<i>12</i>	<i>13</i>	<i>14</i>
<i>15</i>	<i>16</i>	<i>17</i>	<i>18</i> 10.00am—Scrutiny Chairs Group	<i>19</i>	<i>20</i>	<i>21</i>
<i>22</i> 4.00pm—Executive	<i>23</i>	<i>24</i>	<i>25</i>	<i>26</i>	<i>27</i>	<i>28</i>
<i>29</i>	<i>30</i>					

# July 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1  2.00pm— Regulatory Panel	2	3	4	5
6  10.00am—Audit Committee	7	8	9 10.00am— Economic Growth Scrutiny Panel	10	11	12
13	14  6.45pm—Council	15  10.00am— Development Control Site Visits	16  10.00am– Health & wellbeing Scrutiny Panel	17  10.00am— Development Control Committee	18	19
20  4.00pm—Executive	21	22	23 4.00pm—Business & Transformation Scrutiny Panel	24	25	26
27	28	29	30 10.00am—Special Audit Committee	31		

# August 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5 2.00pm— Regulatory Panel	6	7	8	9
10	11	12	13	14	15	16
17 4.00pm—Executive	18	19	20 10.00am— Economic Growth Scrutiny Panel	21	22	23
24	25	26 10.00am— Development Control Site Visits	27 10.00am—Health & Wellbeing Scrutiny Panel	28 10.00am— Development Control Committee	29	30
31 <i>Bank Holiday</i>						

# September 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	<i>1</i>	<i>2</i>	<i>3</i> 4.00pm—Business & Transformation Scrutiny Panel	<i>4</i>	<i>5</i>	<i>6</i>
<i>7</i>	<i>8</i> 6.45pm—Council	<i>9</i> 2.00pm— Regulatory Panel	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>
<i>14</i> 4.00pm—Executive	<i>15</i>	<i>16</i>	<i>17</i>	<i>18</i>	<i>19</i>	<i>20</i>
<i>21</i>	<i>22</i>	<i>23</i>	<i>24</i> 10.00am—Audit Committee	<i>25</i>	<i>26</i>	<i>27</i>
<i>28</i>	<i>29</i>	<i>30</i>				

# October 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1  10.00am— Economic Growth Scrutiny Panel	2	3	4
5	6	7  10.00am— Development Control Site Visits	8  10.00am—Health & Wellbeing Scrutiny Panel	9  10.00am— Development Control Committee	10	11
12  4.00pm—Executive	13	14  2.00pm— Regulatory Panel followed by Licensing Committee	15  4.00pm—Business & Transformation Scrutiny Panel	16	17	18
19	20	21	22	23	24	25
26	27	28	29 10.00am—Scrutiny Chairs Group	30	31	

# November 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						<i>1</i>
<i>2</i>	<i>3</i> 6.45pm—Council	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>
<i>9</i> 4.00pm—Executive	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i>	<i>15</i>
<i>16</i>	<i>17</i> 10.00am— Development Control Site Visit	<i>18</i> 2.00pm— Regulatory Panel	<i>19</i> 10.00am—Health & Wellbeing Scrutiny Panel	<i>20</i> 10.00am— Development Control Committee	<i>21</i>	<i>22</i>
<i>23</i>	<i>24</i>	<i>25</i>	<i>26</i> 10.00am— Economic Growth Scrutiny Panel	<i>27</i>	<i>28</i>	<i>29</i>
<i>30</i>						

# December 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	<i>1</i>  4.00pm —Business & Transformation Scrutiny Panel	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
<i>7</i>  4.00pm—Special Executive	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>
<i>14</i>  4.00pm—Executive	<i>15</i>	<i>16</i>  2.00pm— Regulatory Panel	<i>17</i>	<i>18</i>  10.00am—Audit Committee	<i>19</i>	<i>20</i>
<i>21</i>	<i>22</i>	<i>23</i>	<i>24</i>	<i>25</i>  <i>Christmas Day</i>	<i>26</i>  <i>Boxing Day</i>	<i>27</i>
<i>28</i>  <i>Bank Holiday</i>	<i>29</i>	<i>30</i>	<i>31</i>			

# January 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1 <i>Bank Holiday</i>	2	3
4	5 6.45pm—Council	6 10.00am— Development Control Site Visit	7 4.00pm—Business & Transformation Scrutiny Panel	8 10.00am— Development Control Committee	9	10
11	12	13 4.00pm—Executive	14 10.00am—Health & Scrutiny Panel	15	16	17
18	19	20 2.00pm— Regulatory Panel followed by Licensing Committee	21 10.00am— Economic Growth Scrutiny Panel	22	23	24
25	26	27	28 10.00am—Scrutiny Chairs Group	29	30	31

# February 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<i>1</i>	<i>2</i>  6.45pm—Special Council	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>
<i>8</i>  4.00pm—Executive	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i>
<i>15</i>	<i>16</i>	<i>17</i>  10.00am— Development Control Site Visits	<i>18</i>  4.00pm—Business & Transformation Scrutiny Panel	<i>19</i>  10.00am— Development Control Committee	<i>20</i>	<i>21</i>
<i>22</i>	<i>23</i>	<i>24</i>  2.00pm— Regulatory Panel	<i>25</i>  10.00am—Health & Wellbeing Scrutiny Panel	<i>26</i>	<i>27</i>	<i>28</i>

# March 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<i>1</i>	<i>2</i> 6.45pm—Council	<i>3</i>	<i>4</i> 10.00am— Economic Growth Scrutiny Panel	<i>5</i>	<i>6</i>	<i>7</i>
<i>8</i> 4.00pm—Executive	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i>
<i>15</i> 10.00am—Audit Committee	<i>16</i>	<i>17</i>	<i>18</i>	<i>19</i>	<i>20</i>	<i>21</i>
<i>22</i>	<i>23</i>	<i>24</i>	<i>25</i>	<i>26</i>	<i>27</i>	<i>28</i>
<i>29</i>	<i>30</i> 10.00am— Development Control Site Visits	<i>31</i> 2.00pm— Regulatory Panel followed by Licensing Committee				

# April 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1 4.00pm—Business & Transformation Scrutiny Panel	2 10.00am— Development Control Committee	3	4
5 <i>Bank Holiday</i>	6 4.00pm—Executive	7	8 10.00am—Health & Wellbeing Scrutiny Panel	9	10	11
12 10.00am— Economic Growth Scrutiny Panel	13 10.00am—Scrutiny Chairs Group	14	15	16	17	18
19	20	21	22	23	24	25
26	27 6.45pm—Council	28	29	30		

# May 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3 <i>Bank Holiday</i>	4 4.00pm—Executive	5 2.00pm— Regulatory Panel	6 <i>Cumbria County Council Elections</i>	7	8	9
10	11	12 10.00am— Development Control Site Visits	13	14 10.00am— Development Control Committee	15	16
17	18	19	20	21	22	23
24 11.00am—Annual Council	25	26	27	28	29	30
31 <i>Bank Holiday</i>						

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## **EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 18 NOVEMBER 2019**

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**EX.113/19 DATES AND TIMES OF MEETINGS 2020/21**  
(Non Key Decision)

**Portfolio** Cross Cutting

**Relevant Scrutiny Panel** Economic Growth; Health and Wellbeing; and  
Business and Transformation

**Subject Matter**

The Leader submitted report GD.66/19 concerning proposed dates and times of meetings of the City Council, the Executive, Scrutiny Panels, the Audit Committee and the Regulatory Committees for the 2020/21 municipal year.

The proposals with regard to meetings of the Executive and the Budget process were set out at Section 2 of the report.

The Leader then moved the recommendations.

**Summary of options rejected** none

**DECISION**

1. That the City Council be requested to agree the schedule of dates and times of meetings in the 2020/21 Municipal Year as set out in the calendar attached as an Appendix to Report GD.66/19.
2. That the dates and times for meetings of the Executive, which had been chosen by the Leader, be noted.

**Reasons for Decision**

In order to recommend to the City Council a schedule of dates and times for meetings covering the 2020/21 Municipal Year as required by Procedure Rule 1.1(x)