

Report to Council

Agenda
Item:

16

Meeting Date: 14 July 2020
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.25/20

Purpose / Summary:

Pursuant to Council Procedure Rule 1.1 (ix) Council are asked to note and approve the schedule of ordinary meetings of the City Council and Committees for the municipal year 2020/21 as set out in the Schedule attached to this report.

A schedule had been approved by Council on 7 January 2020, however due to the Coronavirus pandemic and requests for changes to meeting start times, a new schedule has been prepared for approval.

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:	
Scrutiny:	
Council:	14 July 2020

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 2020/21 schedule of meetings had been approved by Council on 7 January 2020. Since that date several changes to the schedule have been proposed. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 was introduced to allow Councils to operate meetings during the Coronavirus pandemic. The Regulations temporarily changed existing law to permit Council meetings to take place remotely.
- 2.3** The City Council successfully uses Teams Live Events to host and live stream remote meetings, however, live meetings can only be streamed for a maximum of four hours. The Development Control Committee regularly meets for more than four hours, to address the issue the Committee has been scheduled to meet on a four weekly cycle to allow for shorter more frequent meetings.
- 2.4** The Coronavirus pandemic caused the May 2020 Elections to be deferred to May 2021. A City Council Election had not been scheduled to take place in 2021 and meetings had been arranged accordingly. The schedule for May has been amended to take account of the Elections now scheduled for 6 May 2021 and no meetings will take place in May other than Annual Council on 24 May 2020.
- 2.5** 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 and only Development Control has been amended. The 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	4 weekly;
Regulatory Panel	5 weekly;
Licensing Committee	Quarterly

The Audit Committee will meet in July, September, October (Special meeting), December and March.

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

- 2.6** 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.
- 2.7** Following recommendations from each of the Scrutiny Panels, the Health and Wellbeing Scrutiny Panel has been scheduled to meet at 10.00am on Thursday and the Business and Transformation Scrutiny Panel and the Economic Growth Scrutiny Panel have been scheduled to meet at 4.00pm on Thursday. 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.
- 2.8** At the request of the Chair the Regulatory Panel meetings have been scheduled to meet at 4.00pm instead of 2.00pm.
- 2.9** 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 Consultation has taken place with the Scrutiny Panels, 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.

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Appendices Appendix 1 – Schedule of Meetings
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.69/10 – Dates and Times of Meetings 2020/21 – Council 7 January 2020

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 –

July 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				3	4	5
6	7			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—Audit Committee	31		

August 2020

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

November 2020

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

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> 4.00pm— 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> 4.00pm —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> 10.00am— Development Control Site Visits	<i>25</i>	<i>26</i> 10.00am— Development Control Committee	<i>27</i>	<i>28</i>
<i>29</i>	<i>30</i>	<i>31</i> 4.00pm— Regulatory Panel followed by Licensing Committee				

April 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1 4.00pm —Business & Transformation Scrutiny Panel	2 <i>Ban Holiday</i>	3	4
5 <i>Bank Holiday</i>	6 4.00pm—Executive	7	8 10.00am—Health & Wellbeing Scrutiny Panel	9	10	11
12 4.00pm —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 10.00am— Development Control Site Visits 4.00pm— Regulatory Panel	29	30 10.00am— Development Control Committee		

May 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3 <i>Bank Holiday</i>	4	5	6 <i>Elections</i>	7	8	9
10	11	12	13	14	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>						