



Carlisle City Council

Report to Executive

Report details

Meeting Date:	20 December 2021
Portfolio:	Cross Cutting
Key Decision:	No
Policy and Budget Framework	No
Public / Private	Public
Title:	DATES AND TIMES OF MEETINGS 2022/23
Report of:	Corporate Director of Governance and Regulatory Services
Report Number:	GD.89/21

Purpose / Summary:

To consider dates and times for meetings of the City Council, Executive, Scrutiny Panels, Audit Committee and the Regulatory Committees for the 2022/23 municipal year.

Recommendations:

- (1) The observations of the Executive are requested on the schedule of dates and times for meetings in the 2022/23 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:	20 December 2021
Scrutiny:	Scrutiny Chairs Group via email
Council:	4 January 2021

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 2022/23 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 Panel, Employment Panel, Licensing Sub-Committees, and other meetings are held as and when required and as such are not included in this schedule.

2.3 Dates and times for meetings of the Executive are at the discretion of the Leader and are currently every 4 weeks.

2.4 To celebrate the Queen's 20th anniversary as monarch, the Spring Bank Holiday (originally 30 May) has been moved to Thursday 2 June and an additional bank holiday has been added on Friday 3 June 2022.

2.5 The double bank holidays impacted the scheduling of meetings for 2022, in particular it had been difficult to schedule meetings to consider financial reports at the appropriate time. Following the announcement regarding Local Government Reform City Council elections will not be held in May 2022, this has allowed the

Annual Council to be held earlier and therefore the meetings could begin earlier and meet all scheduling requirements. **The Annual Council has been moved from 23 May 2022 to 16 May 2022.**

- 2.6 The Business and Transformation Scrutiny Panel and the Economic Growth Scrutiny Panel have been scheduled to meet at 4.00pm on Thursday and the Health and Wellbeing Scrutiny Panel has been scheduled for 10.00am on Thursday, as is current practice.
- 2.7 There is no requirement for a Budget Process in 2022/23, however, the Special Executive meeting on the 12 December 2022 and the Special Council meeting on 7 February 2023 have been left in the Calendar as provisional dates to allow for any other financial issues that might arise during the Local Government Reform process. These meetings will be cancelled if they are not required.
- 2.8 A final meeting of Carlisle City Council has been included to take place on 28 March 2023.

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 had considered the draft calendar via email and no comments on the calendar had been submitted.
- 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 2022/23 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 details:

Contact Officer: Rachel Plant Ext: 817039

Appendices attached to report:

- Appendix A – Schedule of Dates and Times of Meetings for 2022/23

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.38/21 – Dates and Times of Meetings 2021/22 from Council 24 May 2021

Corporate Implications:

Legal – Comments are incorporated in the report.

Property Services – N/A

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. There is no requirement for a Budget Process in 2022/23, however, the Special Executive meeting on the 12 December 2022 and the Special Council meeting on 7 February 2023 have been left in the Calendar as provisional dates to allow for any other financial issues that might arise during the Local Government Reform process. These meetings will be cancelled if they are not required.

Equality -None

Information Governance - None

May 2022

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

June 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 2.00pm —Regulatory Panel followed by Licensing Committee	2 <i>Bank Holiday</i>	3 <i>Bank Holiday</i>	4	5
6	7	8	9 10.00am—Health and Wellbeing Scrutiny Panel	10	11	12
13	14	15	16 4.00pm—Economic Growth Scrutiny Panel	17	18	19
20	21	22 9.45—Development Control Committee 10.00am—Development Control Site Visits	23	24 10.00am—Development Control Committee	25	26
27 4.00pm—Executive	28	29	30			

July 2022

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

August 2022

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

September 2022

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

October 2022

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

November 2022

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

December 2022

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

January 2023

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

February 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7 6.45pm—Special Council	8 2.00pm —Regulatory Panel	9	10	11	12
13	14	15	16 4.00pm—Business and Transformation Scrutiny Panel	17	18	19
20 4.00pm—Executive	21	22 10.00am—Development Control Site Visits	23 10.00am—Health and Wellbeing Scrutiny Panel	24 10.00am—Development Control Committee	25	26
27	28 6..45pm—Council					

March 2023

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