

<b>Subject:</b>	<b>Committee Time Table 2016-17</b>		
<b>Date of Meeting:</b>	<b>3 December 2015</b>		
<b>Report of:</b>	<b>Head of Legal &amp; Democratic Services</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Mark Wall</b>	<b>Tel: 01273 291006</b>
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<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 To consider the proposed schedule of meetings for the municipal year 2016/17 (see appendix 2) based on the current meetings timetable.

**2. RECOMMENDATIONS:**

- 2.1 That the proposed time table of meetings for the 2016-17 municipal year be agreed; subject to any necessary amendments following changes to the Constitution and/or committees' requirements.

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 The report outlines the proposed schedule of meetings for 2016/17 and enables Members and members of the public to identify when various committees are due to meet throughout the year.
- 3.2 The meetings listed will continue to take place in the venues used during 2015, although it is anticipated that the majority will revert to Hove Town Hall once it becomes available towards the autumn of 2016.

**4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 The proposed timetable for 2016/17 maintains a similar cycle of meetings to those in 2015/16, and takes into account the additional meetings of the Health & Wellbeing Board, the Greater Brighton Economic Board and the Procurement Board. In summary, the proposals are:-

Full Council:

5 Ordinary Council meetings, plus the Annual Council and Budget Council

Policy Committees:

Policy & Resources:	7 meetings
Children, Young People & Skills:	5 meetings
Economic Development & Culture:	5 meetings
Environment, Transport & Sustainability:	5 meetings

Housing & New Homes:	5 meetings
Neighbourhoods, Communities & Equalities	5 meetings
<u>Regulatory Committees:</u>	
Planning:	12 meetings
Audit & Standards:	5 meetings
Licensing:	3 meetings
<u>Sub-Committees:</u>	
Licensing Panels:	Weekly
Personnel Appeals:	3/4 per Month
<u>Overview &amp; Scrutiny Committee:</u>	
Overview & Scrutiny:	6 meetings
<u>Forums/Other Bodies:</u>	
Corporate Parenting Board:	Quarterly
Procurement Board	6 meetings
<u>Partnerships:</u>	
Greater Brighton Economic Board	Quarterly
Health & Wellbeing Board:	6 meetings

- 4.2 The proposed timetable for 2016/17 provides for a total of 83 meetings, excluding the number of licensing panels and personnel appeals and other associated informal meetings (see Appendix 2).
- 4.3 Following a review of the Planning committee meetings and discussions with the Chair and Opposition Spokespersons it has been agreed to move from a 3-weekly cycle of meetings to a monthly cycle. The change results in an overall reduction of 5 meetings and recognises the Council's modernisation programme to 'stop, start and change' ways of working to improve the level of service that is provided.
- 4.4 The time table also takes into consideration the reporting cycle for TBM reports to the Policy & Resources Committee, although it is recognised that due to outside factors such as Government announcements, reports may be delayed and/or additional information may need to be circulated after the publication of the agenda.

### **Governing Principles for the Meetings Timetable**

- 4.5 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, the various Chairs' pre-meetings, political group meetings and Member development sessions.

- § As far as possible committee 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.
- 4.6 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.
- 4.7 The Overview & Scrutiny Committee is programmed to meet once a cycle in line with the Overview and Scrutiny rules.
- 4.8 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.
- 4.9 As usual, a number of further meetings, which are not part of the Council's formal meetings cycle, have been programmed to meet on a regular basis e.g. the Health & Wellbeing Board, Procurement Board, the Corporate Parenting Board, the Fairness Commission and the Greater Brighton Economic Board.
- 4.10 An additional day for a reconvened Budget Council meeting has also be included in the proposed time-table so that the date can be held in diaries should the need arise for such a meeting. The proposed date also takes into account the budget setting time-table and printing deadlines for council tax notifications and is therefore a Tuesday rather than the usual Thursday for council meetings.

## **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 Leading Members, Directors and appropriate officers have been consulted on the proposed timetable and appropriate committee and council dates set to meet statutory requirements e.g. Budget Council.
- 5.2 The Members Workstyles Working Group was also consulted in regard to the use of venues across the city during the closure of Hove Town Hall; and will be meeting in the New Year to consider the planned return to Hove Town Hall in the autumn of 2016.

## 6. CONCLUSION

- 6.1 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.

## 7. FINANCIAL & OTHER IMPLICATIONS:

### Financial Implications:

- 7.1 The closure of Hove Town Hall in 2015 for approximately 18 months as part of the Workstyles Project and the resulting use of alternative venues for some meetings has meant that additional costs have been and will be incurred. These have been estimated at between £22-25k (inclusive of staff, security, venue and equipment hire) and are dependent on final bookings. It is expected that these costs will be met from the Workstyles Budget for 2015/16 and 2016/17. All other costs of supporting the schedule of committees will be met from existing resources.

*Finance Officer Consulted: Peter Francis*

*Date: 10/11/2015*

### Legal Implications:

- 7.2 The proposed timetable has been organised having regard to the need to comply with the access to meetings and documents requirements in the Local Government Act 1972 and the Access to Information Procedure Rules set out in Part 8.1 of the Council's Constitution.
- 7.3 In addition to the meetings scheduled, the Council may have extraordinary (special) meetings on a need basis.

*Lawyer Consulted:*

*Abraham Ghebre-Ghiorghis*

*Date: 06/11/2015*

### Equalities Implications:

- 7.4 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.
- 7.5 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:

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

### Any Other Significant Implications:

- 7.7 There are no other significant implications arising from the report.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Other implications
2. Proposed time table of meetings for 2016-17

### **Documents in Members' Rooms**

1. None

### **Background Documents**

1. Committee time table for 2015-16

Crime & Disorder Implications:

- 1.1 There are no direct crime & disorder implications arising from the report, however considerations are taken into account for each meeting and security arrangements put in place accordingly.

Risk and Opportunity Management Implications:

- 1.2 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.

Public Health Implications:

- 1.3 There are no public health implications in the report and all venues to be used have been assessed for access, hearing loops and health and safety measures.

Corporate / Citywide Implications:

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