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| Report to: | Cabinet Council | Date of Meeting: | 2 December 2021 20 January 2022 |
| Subject: | Programme of Meetings – 2022/23 Municipal Year | | |
| Report of: | Chief Legal and Democratic Officer | Wards Affected: | All |
| Cabinet Portfolio: | Regulatory, Compliance and Corporate Services | | |
| Is this a Key Decision: | No | Included in Forward Plan: | No |
| Exempt / Confidential Report: | No | | |

Summary:

To seek approval of a Programme of Meetings for the 2022/23 Municipal Year.

Recommendation:

Cabinet

That the Programme of Meetings for the Cabinet, Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board for 2022/23 as set out in Annexes A and D of the report be approved.

Council

- (1) the Programme of Meetings for the Council, Member Briefing Sessions; Regulatory Committees; and Overview and Scrutiny Committees for 2022/23 as set out in Annexes B and C of the report be approved; and
- (2) the Programme of Meetings for the Cabinet, Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board for 2022/23 as set out in Annexes A and D of the report be noted.

Reasons for the Recommendation:

To enable the business of the Council and its various Committees/bodies to be conducted during the 2022/23 Municipal Year.

Alternative Options Considered and Rejected:

None. The Council is required to produce a programme of meetings.

What will it cost and how will it be financed?

(A) Revenue Costs – None

(B) Capital Costs – None

Implications of the Proposals:

| | | | | | | | | |
|---|------------------------|----|-----------------------|-----|------------------------|----|---|-----|
| Resource Implications (Financial, IT, Staffing and Assets): None | | | | | | | | |
| Legal Implications: None | | | | | | | | |
| Equality Implications: There are no equality implications. | | | | | | | | |
| Climate Emergency Implications: The recommendations within this report will <table border="1"><tr><td>Have a positive impact</td><td>No</td></tr><tr><td>Have a neutral impact</td><td>Yes</td></tr><tr><td>Have a negative impact</td><td>No</td></tr><tr><td>The Author has undertaken the Climate Emergency training for report authors</td><td>Yes</td></tr></table> There are no direct climate emergency implications arising from this report. | Have a positive impact | No | Have a neutral impact | Yes | Have a negative impact | No | The Author has undertaken the Climate Emergency training for report authors | Yes |
| Have a positive impact | No | | | | | | | |
| Have a neutral impact | Yes | | | | | | | |
| Have a negative impact | No | | | | | | | |
| The Author has undertaken the Climate Emergency training for report authors | Yes | | | | | | | |

Contribution to the Council’s Core Purpose:

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|---|
| Protect the most vulnerable: Not applicable |
| Facilitate confident and resilient communities: Not applicable |
| Commission, broker and provide core services: Not applicable |
| Place – leadership and influencer: The Programme of Meetings for 2022/23 will be published on the Council’s website for the benefit of the residents of Sefton and the wider general public. This will raise awareness of the Council’s political management system and allow the opportunity for the public to engage in the Council’s democratic processes. |
| Drivers of change and reform: Not applicable |
| Facilitate sustainable economic prosperity: Not applicable |
| Greater income for social investment: Not applicable |
| Cleaner Greener: Not applicable |

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Executive Director of Corporate Resources and Customer Services (FD6608/21) has been consulted and notes there are no direct financial implications arising from this report.

The Chief Legal and Democratic Officer (LD4809/21) is the author of this report.

Chief Executive
Executive Director of Corporate Resources and Customer Services
Head of Communities
Head of Strategic Support
Head of Health and Wellbeing
Chief Planning Officer

(B) External Consultations

Merseyside Police and Crime Commissioner

Implementation Date for the Decision

In respect of the Programme of Meetings for the Cabinet, Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board the implementation date will be upon the expiry of the call-in period of the minutes of the Cabinet meeting.

In respect of the Programme of Meetings for the Council, Member Briefing Sessions; Regulatory Committees; and Overview and Scrutiny Committees immediately following the Council meeting.

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| Contact Officer: | Paul Fraser |
| Telephone Number: | 0151 934 2068 |
| Email Address: | paul.fraser@sefton.gov.uk |

Appendices:

Annex A - Programme of Meetings for the Cabinet in 2022/23

Annex B - Programme of Meetings for the Council, Members' Briefing Sessions and Regulatory Committees in 2022/23

Annex C - Programme of Meetings for the Overview and Scrutiny Committees in 2022/23

Annex D - Programme of Meetings for the Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board in 2022/23

Background Papers:

There are no background papers available for inspection.

1. Introduction/Background

- 1.1 The Council is required to establish a programme of meetings for the 2022/23 Municipal Year.
- 1.2 Annexes are attached to the report setting out the suggested programme.
- 1.3 Similar to the arrangements put in place last year once the programme of meetings have been approved, an “in-house” diary will be produced for Members of the Council.

2. Programme of Meetings 2022/23

2.1 The key principles of the Programme of Meetings are as follows:

- Five Ordinary Council Meetings to be held every 8 weeks on a Thursday commencing at 6.30 p.m. plus the Budget Council Meeting to be held on 2 March 2023.
- Council will not meet on the same day as Cabinet.
- Members’ Briefing Sessions to be held at 5.00 p.m. prior to the five Ordinary Council Meetings.
- No meetings will be held:
 - In the period between Christmas and New Year (December 2022/January 2023)
 - In April 2023 except for the meetings of the Planning Committee, Cabinet and Council.
- As far as possible no meetings will be held during the school half term holiday weeks.
- The programme of meetings indicates that all meetings will alternate between Bootle and Southport Town Halls.
- Cabinet Meetings to be held on a Thursday at 10.00 a.m. The first meeting to be held on 26 May 2022.
- Planning Committee to meet every four weeks on a Wednesday.
- Planning Visiting Panel to meet 2 days prior to each meeting of the Planning Committee to undertake site visits as agreed by the Committee.
- Each of the 4 Overview and Scrutiny Committees to meet bi monthly, 5 times during the year commencing at 6.30 p.m. – the main Overview and Scrutiny work will be done by Working Groups established on an ad hoc basis.
- Special meeting of the Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services) to be held on 7 February 2023 to scrutinise the Cabinet budget process.
- Overview and Scrutiny Management Board to meet 5 times per year, commencing at 4.30 p.m.
- Licensing and Regulatory Committee to meet quarterly on a Monday commencing at 6.30 p.m.
- Meetings of the Licensing Sub-Committee to be convened as and when required.
- Audit and Governance Committee to meet every quarter (4 meetings per year) on a Wednesday commencing at 3.00 p.m. in order to meet statutory requirements etc. A special meeting of the Committee will be

- held on 20 July 2022 to audit the Statement of Accounts
- Pay and Grading Committee to be convened as and when required.
 - Health and Wellbeing Board to meet 4 times per year.
 - The dates for the Public Engagement and Consultation Panel, which are not public meetings are included in the Corporate Calendar.

3. Calendar of Meetings

- 3.1 A copy of the Calendar of Meetings for 2022/23 and associated annexes are attached.