
Report to:	Council	Date of Meeting:	24 April 2014
Subject:	Programme of Meetings – 2014/15 Municipal Year	Wards Affected:	All Wards
Report of:	Director of Corporate Services		
Is this a Key Decision?	No	Is it included in the Forward Plan?	Yes
Exempt/Confidential	No		

Purpose/Summary

To seek approval of a Programme of Meetings for the 2014/15 Municipal Year.

Recommendation

That

1. the Programme of Meetings for the Council, Member Briefing Sessions; Regulatory Committees; Overview and Scrutiny Committees, Area Committees and Health and Wellbeing Board for 2014/15 as set out in Annexes B, C, D and E of the report be approved; and
2. the Programme of Meetings for the Cabinet, Public Engagement and Consultation Panel, Sefton Borough Partnership Operations Board and Sefton Safer Communities Partnership for 2014/15 as set out in Annexes A and E of the report be noted.

How does the decision contribute to the Council's Corporate Objectives?

	<u>Corporate Objective</u>	<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community			
2	Jobs and Prosperity			
3	Environmental Sustainability			
4	Health and Well-Being			
5	Children and Young People			
6	Creating Safe Communities			
7	Creating Inclusive Communities			
8	Improving the Quality of Council Services and Strengthening Local Democracy			

Reasons for the Recommendation:

To enable the business of the Council and its various Committees/bodies to be conducted during the 2014/15 Municipal Year.

Alternative Options Considered and Rejected:

The only alternative option would be to not produce a programme of meetings and this option has been rejected.

What will it cost and how will it be financed?

(A) Revenue Costs

None

(B) Capital Costs

None

Implications:

The following implications of this proposal have been considered and where there are specific implications, these are set out below:

Financial		
Legal		
Human Resources		
Equality		
1.	No Equality Implication	<input checked="" type="checkbox"/>
2.	Equality Implications identified and mitigated	<input type="checkbox"/>
3.	Equality Implication identified and risk remains	<input type="checkbox"/>

Impact of the Proposals on Service Delivery:

The Programme of Meetings for 2014/15 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.

What consultations have taken place on the proposals and when?

The Head of Corporate Finance (FD2788) has been consulted and notes there are no direct financial implications arising from this report.

Head of Corporate Legal Services (LD2094) has been consulted and has no comments on the report

Implementation Date for the Decision

Immediately following the Council meeting.

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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 2014/15 Municipal Year.

1.2 The following annexes are attached to the report:

- Annex A - Programme of Meetings for the Cabinet in 2014/15
- Annex B - Programme of Meetings for the Council, Members' Briefing Sessions and Regulatory Committees in 2014/15
- Annex C - Programme of Meetings for the Overview and Scrutiny Committees in 2014/15
- Annex D - Programme of Meetings for the Area Committees in 2014/15
- Annex E - Programme of Meetings for the Sefton Borough Partnership Operations Board, Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board in 2014/15.

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 to purchase through their Group Whips.

2. Programme of Meetings 2014/15

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

- Due to the Council and European Parliamentary Elections being held on 22 May 2014 the dates for meetings of the Annual and Adjourned Council meetings are later in the year than usual.
- Annual Council Meeting (Election of Mayor) to be held in Bootle Town all at 6.00 p.m. on Thursday, 29 May 2014.
- Adjourned Annual Council Meeting (Appointment of Cabinet and Committees) to be held on **Tuesday, 3 June 2014**, in the week after the Annual Council Meeting. This will give the Political Groups more time to determine the Membership of Committees etc.
- 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 5 March 2015 and an Extraordinary meeting of the Council for the Local Plan (see Paragraph 3 below).
- Council will not meet on the same day as Cabinet.
- Members' Briefing Sessions to be held at 5.00 p.m. prior to the Adjourned Annual Council Meeting and the five Ordinary Council Meetings.
- No meetings will be held:
 - In the period between Christmas and New Year (Dec 2014/Jan 2015).
 - In April 2015 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 venues for all meetings (other than Area Committees and Area Partnerships) 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 19 June 2014.
- Planning Committee to meet every four weeks on a Wednesday, commencing at 6.30 p.m.
- 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 the Working Groups to be established on an ad hoc basis.
- Special meeting of the Overview and Scrutiny Committee (Performance and Corporate Services) to be held on 24 February 2015 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.
- Pay and Grading Committee to be convened as and when required.

- Each Area Committee to meet quarterly and commence at 6.30 p.m. The meetings will be held at venues across the Committee's geographical area at suitable venues.
- 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.
- The dates for meetings of the Area Partnerships in 2013/14 will be determined by the Area Co-ordinators in liaison with the Chair of each Partnership.

3. Sefton Local Plan

- 3.1 The next stage of Sefton's Local Plan process – the Publication Draft stage – must take account of the updated population projections which are essential to be able to update the housing requirement which is a key part of the Local Plan. These projections are expected to be released by the Office for National Statistics (ONS) at the end of May 2014. Following this, a study will be commissioned to assess the implications for Sefton and this will lead to a revised housing requirement. This work will take two months so is not expected to be completed until the end of July.

The Publication Draft Local Plan must be considered by Overview and Scrutiny Committee (Regeneration and Environmental Services), before being reported to Planning Committee and Cabinet. Council will be requested to approve the Plan for consultation (an 8 week period). The Government encourages local authorities to get a Local Plan approved without delay. If the 8 weeks of consultation is to be completed before Christmas, an Extraordinary Council meeting will need to be held on 16 October 2014.

If the draft Plan wasn't approved until the scheduled Council meeting on 20 November, the consultation period would have to be extended to 10 weeks as it would run over Christmas and New Year, therefore delaying the completion of the consultation by two months.

- 3.2 Accordingly, the recommended timetable of meetings to facilitate the process referred to in 3.1 above is as follows:-

- Overview and Scrutiny Committee (Regeneration and Environmental Services) – 16 September 2014
- Planning Committee (Special Meeting) – 8 October 2014
- Cabinet – 9 October 2014
- Council (Extraordinary Meeting) – 16 October 2014

- 3.3 As a note of caution, if the updated population predictions are not released by ONS at the end of May 2014 then a revised timetable of meetings will need to be put in place. In the event of this situation arising, authority would be sought from the Mayor, following consultation with the Leader of the Council, for an Extraordinary Council meeting to be held on an alternative date.

4. Health and Wellbeing Board

- 4.1 Cabinet at its meeting held on 27 February 2014 approved the programme of meetings for the Cabinet, Public Engagement and Consultation Panel, Sefton Borough Partnership Operations Board and Sefton Safer Communities Partnership for 2014/15 as set out in Annexes A and E of the report.
- 4.2 Cabinet was advised that the dates of meetings for the Health and Wellbeing Board in 2014/15 were subject to further review. The Health and Wellbeing Board, at its meeting held on 19 March 2014 approved a programme of meetings and the revised dates have been incorporated into Annex E and the calendar of meetings attached to this report.

5. Calendar of Meetings

- 5.1 A copy of the Calendar of Meetings for 2014/15 is attached.