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**Report to:** Council

**Date of Meeting:** 5 March, 2015

**Subject:** Programme of Meetings – 2015/16 Municipal Year

**Report of:** Director of Corporate Services

**Wards Affected:** All

**Is this a Key Decision?** No

**Is it included in the Forward Plan?**  
No

**Exempt/Confidential**

No

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### **Purpose/Summary**

To seek approval of a Programme of Meetings for the 2015/16 Municipal Year.

### **Recommendations:**

That

1. the Programme of Meetings for the Council, Member Briefing Sessions; Regulatory Committees; Overview and Scrutiny Committees and Area Committees for 2015/16 as set out in Annexes B, C and D 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 2015/16 as set out in Annexes A and E of the report be noted.

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

|   | <b><u>Corporate Objective</u></b>   | <b><u>Positive Impact</u></b> | <b><u>Neutral Impact</u></b> | <b><u>Negative Impact</u></b> |
|---|---|-------------------------------|------------------------------|-------------------------------|
| 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 2015/16 Municipal Year.

**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:

|   |                                     |
|---|-------------------------------------|
| <b>Legal</b>  |                                     |
| <b>Human Resources</b>                              |                                     |
| <b>Equality</b>                                     |                                     |
| 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 on Service Delivery:**

The Programme of Meetings for 2015/16 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 (FD 3386/15) has been consulted and notes there are no direct financial implications arising from this report.

Head of Corporate Legal Services (LD 2678/15) has been consulted and has no comments on the report

## **Are there any other options available for consideration?**

No. The Council has to produce a timetable of meetings.

## **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 2015/16 Municipal Year.

1.2 The following annexes are attached to the report:

- Annex A - Programme of Meetings for the Cabinet in 2015/16
- Annex B - Programme of Meetings for the Council, Members' Briefing Sessions and Regulatory Committees in 2015/16
- Annex C - Programme of Meetings for the Overview and Scrutiny Committees in 2015/16
- Annex D - Programme of Meetings for the Area Committees in 2015/16
- Annex E - Programme of Meetings for the Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board in 2015/16.

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 2015/16**

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 3 March 2016.
- 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 (Dec 2015/Jan 2016).
  - In April 2016 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) 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 4 June 2015.
- 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 16 February 2016 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.

### **3. Annual and Adjourned Annual Council Meetings**

- 3.1 As referred to in 2.1 above, as far as possible, no meetings are arranged during the school half-term holiday weeks. However, following the programme of meetings approved during previous years, the Adjourned Annual Council meeting would be held on 26 May 2015 which is during school half-term. Accordingly, Cabinet at its meeting held on 5 February 2015 considered two options relating to this matter. Option 1 avoids the Annual and Adjourned Annual Council meetings being held in half-term; whilst Option 2 retains the Adjourned Annual Council meeting on 26 May 2015 during half-term. The Options are set out below:-

#### Option 1

Annual Council meeting – Tuesday, 19 May 2015

Adjourned Annual Council meeting – Thursday, 21 May 2015

#### Option 2

Annual Council meeting – Thursday, 21 May 2015

Adjourned Annual Council meeting – Tuesday, 26 May 2015

- 3.2 Cabinet, at its meeting on 5 February 2015, has recommended that Council adopt Option 1 to avoid the Adjourned Annual Council meeting being held during school half-term week
- 3.3 Option 1 is now included on Annex B and the calendar of meetings attached to this report.
- 4. Cabinet, Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board**
- 4.1 At its meeting held on 5 February 2015 Cabinet also approved the Programme of meetings for Cabinet, Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board for 2015/16 and these are set out in Annexes A and E of the report.
- 4.2 Accordingly, Council is recommended to note the dates of such meetings.
- 5. Calendar of Meetings**
- 5.1 A copy of the Calendar of Meetings for 2015/16 is attached.