

**Report to:** Cabinet  
Council

**Date of Meeting:** 11 January 2018  
25 January 2018

**Subject:** Programme of Meetings – 2018/19 Municipal Year

**Report of:** Head of Regulation and Compliance

**Wards Affected:** All

**Is this a Key Decision? No  
Plan?**

**Is it included in the Forward  
No**

**Exempt/Confidential**

No

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### **Purpose/Summary**

To seek approval of a Programme of Meetings for the 2018/19 Municipal Year.

### **Recommendations:**

#### **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 2018/19 as set out in Annexes A and D of the report be approved; and

#### **Council**

That

1. the Programme of Meetings for the Council, Member Briefing Sessions; Regulatory Committees; and Overview and Scrutiny Committees for 2018/19 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 2018/19 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 2018/19 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"/>

## Contribution to the Council's Core Purpose

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 2018/19 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?

The Head of Corporate Resources (FD 4872/17) has been consulted and notes there are no direct financial implications arising from this report.

The Head of Regulation and Compliance (LD 4156//17) is the author of this report.

The Chief Executive, the Head of Communities, the Head of Health and Wellbeing, the Head of Regeneration and Housing and the Head of Corporate Resources have been consulted.

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

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

**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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**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 2018/19 Municipal Year.

1.2 The following annexes are attached to the report:

- Annex A - Programme of Meetings for the Cabinet in 2018/19
- Annex B - Programme of Meetings for the Council, Members' Briefing Sessions and Regulatory Committees in 2018/19
- Annex C - Programme of Meetings for the Overview and Scrutiny Committees in 2018/19
- Annex D - Programme of Meetings for the Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board in 2018/19.

1.3 Similar to the arrangements put in place last year once the programme of meetings are approved, an "in-house" diary will be produced for Members of the Council.

## **2. Programme of Meetings 2018/19**

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 28 February 2019.
- 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 2018/Jan 2019)
  - In April 2019 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 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 24 May 2018.
- 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 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 12 February 2019 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.
- 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 2018/19 and associated annexes are attached.