

Full Council 26th January 2023

Report Title	Draft Municipal Timetable 2023/2024
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List of Appendices

Appendix A – Draft Municipal Timetable 2023/2024

1. Purpose of Report

- 1.1. For Full Council to approve the draft Municipal Timetable 2023/24.

2. Executive Summary

- 2.1. Full Council is required to approve a calendar of meetings prior to the commencement of each new municipal year. Attached as Appendix A is a copy of the draft timetable for 2023/24.
- 2.2. The draft timetable references the formal meetings of the Council, Executive, committees, Executive Advisory Panels, and other standing bodies.
- 2.3. The draft timetable was recently considered by Full Council (31st March 2022) as part of the consultation process.
- 2.4. It is being presented to Full Council to provide approval. This is required subject to Part 3.2 Meeting Procedure Rules Part A - 1(1.1) of the Council's Constitution (as amended). The purpose of tabling this report is to provide information to members, officers, and the public of the schedule of meeting dates and allow for arrangements to be made for the booking of venues etc.

3. Recommendations

3.1. It is recommended: -

- (a) Council approves the Municipal Timetable 2023/2024, subject to the outcome of the current review of Scrutiny and the review of Planning;
- (b) Delegate to the Proper Officer (the Monitoring Officer) responsibility for incorporating into the Municipal Timetable meeting for scrutiny and planning following the outcome of the respective reviews.

3.2. *(Reason for Recommendations – to allow Annual Council to approve the 2023/24 schedule of meetings as required under the Council’s Constitution.)*

4. Report Background

- 4.1. The Council is required to agree and publish a timetable of meetings for the subsequent Municipal Year for North Northamptonshire. This assists members, officers and the public in knowing when particular meetings are to be held during the following 12-months. The Municipal Year runs from Annual Council to Annual Council.
- 4.2. The timetable should include reference to the formal meetings of the Council and any other standing bodies. It is recognised that some meetings are ad hoc in nature e.g., Employment Committee, Licensing Sub-committee and would be called as and when required.
- 4.3. In the event of lack of business meetings may be cancelled or postponed. It is obviously difficult to fully predict the business needs of the Council 12-months ahead, so where there is a pressing business case scheduled meetings may be cancelled, rearranged, or additional meetings convened subject to normal statutory provisions being applied.

5. Issues and Choices

- 5.1. Members will note that in the timetable Full Council meetings are scheduled for 6:00 pm start time, with the Budget Full Council commencing at 10:00 am. Any Extraordinary meetings of Full Council would normally convene at 7:00 pm.
- 5.2. Members will be aware that currently there is a review of Scrutiny. The current proposal out for consultation suggests three scrutiny committees. The outcome of the consultation exercise will be reported into the Democracy and Standards Committee, with a final recommendation to Full Council in March 2023. In order to progress the consideration of the Municipal Timetable, it is being proposed that Tuesday evenings are allocated to scrutiny, with the final dates being allocated after Full Council have considered the outcome of the review.
- 5.3. The proposed dates of Executive Advisory Panels are indicated in Appendix A and allow for the increase of Panels from five to six. It also allows for each Panel

to meet bi-monthly whilst ensuring that there is no more than one Panel meeting scheduled per week.

- 5.4. Members will be aware that the report commissioned by the Council into the Planning Service and undertaken by the Planning Advisory Service (PAS), was discussed by the Executive at their meeting on 22nd December 2022. The PAS report was a wide-ranging review of the Council's Planning Service. Included within this were recommendations regarding the governance structure for the Council's planning committees and suggestions regarding potential amendment. The PAS recommendations are being considered by Members through an implementation board, however the board is not decision-making and potential recommendations in relation to constitutional matters will be taken through the appropriate decision-making channel including Full Council.
- 5.5. Meetings of the Constitutional Working Group (CWG), Democracy and Standards Committee and Full Council have been aligned to ensure that matters requiring determination have a clear pathway from CWG through to Full Council.
- 5.6. Approval of the timetable by Council does not preclude extraordinary meetings being called if there is a business need to do so.
- 5.7. It should be noted that whilst Council will be requested to agree the timetable; until a summons and agenda are issued for a meeting the meeting is not lawfully called. Whilst a meeting may be scheduled in the agreed timetable, if there is a lack of business then a summons may not be issued; this is usually in consultation with the appropriate Chair.

6. Next Steps

- 6.1. For Annual Council to approve the schedule of meetings.

7. Implications (including financial implications)

7.1. Resources and Financial

None specific to this report.

7.2. Legal and Governance

The Constitution Part 3.2 requires Council determination of the Municipal Timetable of meetings.

7.3. Relevant Policies and Plans

None specific to this report.

7.4. Risk

- 7.4.1. Determination of the timetable will assist members, officers and the public, ensuring that proposed meeting times and dates are known well in advance. It will also allow for the early booking of appropriate venues.
- 7.4.2. Officers will be able to plan in advance when matters for Member determination need be tabled.

7.5. Consultation

- 7.5.1. The Timetable will incorporate the outcome of the current scrutiny review and the PAS review.

7.6. Equality Implications

None specific to this report.

7.7. Climate Impact

None specific to this report.

7.8. Community Impact

Formal meetings of the Council are governed by the Local Government Act 1972 (as amended). Meetings of Executive Advisory Panels, whilst not governed by the 1972 Act try to adhere to the Act's general provisions. All formal meetings and Panel meetings are accessible to the public to attend either onsite and/or via YouTube.

7.9. Crime and Disorder Impact

- 7.9.1. None specific to this report.

8. Background Papers

- 8.1. Council Constitution.