

Full Council 31st March 2022

Report Title	Draft Municipal Timetable 2022/2023
Report Author	Adele Wylie – Director of Governance & HR/Monitoring Officer Adele.wylie@northnorthants.gov.uk

List of Appendices

Appendix A – Draft Municipal Timetable 2022/2023

1. Purpose of Report

- 1.1. For Full Council to note the draft Municipal Timetable 2022/23 and register any comments and recommendation, prior to final determination by Annual Council.

2. Executive Summary

- 2.1. Annual 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 2022/23.
- 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 the Democracy and Standards Committee (8th February 2022) as part of the consultation process.
- 2.4. It is being presented to Full Council to provide initial approval. This would be subject to final ratification by Annual Council as per Part 3.2 para 2.2.1(k) of the Council's Constitution. The purpose of tabling this report is to provide information to members, officers, and the public of the proposed schedule of meeting dates. If agreed by Full Council officers will commence provisional programming of meetings and booking of venues.

3. Recommendations

3.1. It is recommended: -

- (a) Provide any comment on the draft prior to its formal submission by the Proper Officer to Annual Council on 26th May 2022; and
- (b) Full Council approve in principle the draft Municipal Timetable 2022/2023.

3.2. *(Reason for Recommendations – to allow Full Council the opportunity to comment on the draft timetable. Any comments received will be taken into consideration prior to compilation of the final timetable to be determined by Annual Council).*

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. The next Annual Council is scheduled for Thursday 26th May 2022.

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 draft timetable Full Council meetings are scheduled for 2:00 pm start time, with the Budget Full Council commencing at 10:00 am. It is recognised that Full Council will wish to consider this going forward, in reference to previous discussions at Council. The draft timetable allows flexibility for the start time of Full Council to be 10:00 am, 2:00 pm or later. That will be a matter for future debate by Members.

5.2. Since Full Council at its meeting on 29th September 2021 decided to trial a revised start time for Full Council meetings there has been one ordinary Full Council (1st December 2021).

5.3. In order to address comments received during the year, it is being proposed that Area Planning committee meetings be held on a Wednesday evening, with the four Area committees meeting on a cyclical basis. Strategic Planning Committees would continue to meet monthly on a Monday evening.

- 5.4. The proposed dates of Executive Advisory Panels are scheduled to meet two-weeks prior to meetings of the Executive, therefore allowing an opportunity for the Panels to be consulted on draft reports prior to Executive determination.
- 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. Meetings of the Scrutiny Commission have been timetabled to allow for the call-in procedure to be operated effectively if required, to ensure that final decision making is not overly delayed.
- 5.7. Approval of the timetable by Council does not preclude extraordinary meetings being called if there is a business need to do so.
- 5.8. 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. Full Council's comments will be taken into consideration prior to a final report and draft timetable being submitted to Annual Council.

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 Annual Council determination on the Municipal Timetable of meetings.

7.3. Relevant Policies and Plans

None specific to this report.

7.4. Risk

- 7.4.1. An early 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 would be able to plan in advance on when matters for Member determination could be tabled.

7.5. **Consultation**

- 7.5.1. The draft Municipal Timetable has been tabled at Democracy and Standards Committee as part of the consultative process. Final determination of this matter rests with Annual Council.

7.6. **Equality Implications**

None specific to this report.

7.7. **Climate Impact**

None specific to this report.

7.8. Community Impact

There are currently no proposals to change the timings of the formal meetings of the Council. It is recognised that Members will wish to revisit the start times of Full Council meetings; the draft timetable can accommodate any decision reached on that matter.

In addition, it should be noted that the procurement exercise for upgraded audio-visual equipment in the Corby Council Chamber is currently underway. This will allow for the live streaming of meetings held in that Chamber, and for recordings to be accessible via You Tube.

7.9. Crime and Disorder Impact

7.9.1. None specific to this report.

8. Background Papers

8.1. Council Constitution.