

## Annual Council 26<sup>th</sup> May 2022

Report Title	Draft Municipal Timetable 2022/2023
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Are there public sector equality duty implications?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information (whether in appendices or not)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicable paragraph number/s for exemption from publication under Schedule 12A Local Government Act 1972	Not applicable

### List of Appendices

**Appendix A –** Draft Municipal Timetable 2022/2023

#### 1. Purpose of Report

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1.1. For Full Council to approve the draft Municipal Timetable 2022/23.

#### 2. Executive Summary

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- 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 Full Council (31<sup>st</sup> March 2022) as part of the consultation process.
- 2.4. It is being presented to Annual Council to request approval. This is required subject to 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 schedule of meeting dates. Following Full Council's initial approval on 31<sup>st</sup> March 2022 arrangements have commenced for the booking of venues etc.

### **3. Recommendations**

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- 3.1. It is recommended that: -
- (a) Annual Council approve the draft Municipal Timetable 2022/2023.
- 3.2. *(Reason for Recommendations – to allow Annual Council to approve the 2022/23 schedule of meetings as required under the Council’s Constitution.)*
- 3.3. *(Alternative Options Considered – None. Annual Council is required to approve a schedule of meetings for the municipal.)*

### **4. Report Background**

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- 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**

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- 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 29<sup>th</sup> September 2021 decided to trial a revised start time for Full Council there have been two ordinary Full Council meetings.
- 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. Since the initial approval of the draft timetable on 31<sup>st</sup> March 2022 there have been some minor amendments to the draft, relating to the timing of some EAPs etc. Once approved by Annual Council, officers will ensure any amended diary invitations are issued.
- 5.9. 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**

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

## **7. Implications (including financial implications)**

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### **7.1. Resources and Financial**

- 7.1.1. None specific to this report.

### **7.2. Legal and Governance**

- 7.2.1. The Constitution Part 3.2 requires Annual Council determination on the Municipal Timetable of meetings.

### **7.3. Relevant Policies and Plans**

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

#### **7.6. Consideration by Scrutiny**

- 7.6.1. Not required for this report.

#### **7.7. Equality Implications**

- 7.7.1. None specific to this report.

#### **7.8. Climate Impact**

- 7.8.1. None specific to this report.

#### **7.9. Community Impact**

- 7.9.1. 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.
- 7.9.2. 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.

#### **7.10. Crime and Disorder Impact**

- 7.10.1. None specific to this report.

### **8. Background Papers**

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- 8.1. [North Northamptonshire Council Constitution](#)