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| <b>Change Management Committee</b> | <b>Tuesday, 05 March 2019</b> | <b>Matter for Information and Decision</b> |
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**Report Title:** **Draft Schedule of Council & Allied Meetings (2019/20)**

**Report Author(s):** **Samuel Ball (Senior Democratic Services Officer / Legal Officer)**

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| <b>Purpose of Report:</b>  | This report seeks Members' recommendation of the draft Schedule of Council and Allied Meetings ("the draft Schedule") for the municipal year 2019/20 to Full Council for approval and adoption at its Annual General Meeting (AGM) on Tuesday, 14 May 2019.  |
| <b>Report Summary:</b>   | It is expedient in terms of forward-planning that a draft Schedule be drawn-up and recommended at the earliest opportunity ahead its approval and adoption at the AGM, particularly considering the intense workload required ahead of Borough Council elections in May 2019 and that the pattern of the draft Schedule has somewhat departed from the programme of preceding municipal years.   |
| <b>Recommendation(s):</b>  | <p><b>A. That the draft Schedule of Council and Allied Meetings for 2019/20 (as set out at Appendix 1 and 2) be recommended to Full Council for approval and adoption at its Annual General Meeting on Tuesday, 14 May 2019;</b></p> <p><b>B. That the draft Schedule of Council and Allied Meetings for 2019/20 (as may be recommended) be circulated to all Members ahead of the Annual General Meeting; and</b></p> <p><b>C. That the proposed dates, times and venues of meetings for the municipal year 2019/20 be provisionally entered onto the Council's meeting management application.</b></p>   |
| <b>Responsible Strategic Director, Head of Service and Officer Contact(s):</b> | <p>Anne Court (Chief Executive)<br/>(0116) 257 2602<br/><a href="mailto:anne.court1@oadby-wigston.gov.uk">anne.court1@oadby-wigston.gov.uk</a></p> <p>David Gill (Head of Law &amp; Governance / Monitoring Officer)<br/>(0116) 257 2626<br/><a href="mailto:david.gill@oadby-wigston.gov.uk">david.gill@oadby-wigston.gov.uk</a></p> <p>Steven Tucker (Democratic &amp; Electoral Services Manager)<br/>(0116) 257 2605<br/><a href="mailto:steven.tucker@oadby-wigston.gov.uk">steven.tucker@oadby-wigston.gov.uk</a></p> <p>Samuel Ball (Senior Democratic Services Officer / Legal Officer)<br/>(0116) 257 2643<br/><a href="mailto:samuel.ball@oadby-wigston.gov.uk">samuel.ball@oadby-wigston.gov.uk</a></p> |
| <b>Corporate Priorities:</b>   | Not applicable.  |
| <b>Vision and Values:</b>  | Not applicable.  |
| <b>Report Implications:-</b>   |  |

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| Legal:                                     | There are no implications arising from this report.   |
| Financial:                                 | There are no implications arising from this report.   |
| Corporate Risk Management:                 | No corporate risk(s) identified.  |
| Equalities and Equalities Assessment (EA): | There are no implications arising from this report.<br>Click to insert EA screening.  |
| Human Rights:                              | There are no implications arising from this report.   |
| Health and Safety:                         | There are no implications arising from this report.   |
| <b>Statutory Officers' Comments:-</b>      |   |
| Head of Paid Service:                      | The report is satisfactory.   |
| Chief Finance Officer:                     | The report is satisfactory.   |
| Monitoring Officer:                        | The report is satisfactory.   |
| <b>Consultees:</b>                         | Officers have been consulted in preparing the draft Schedule.   |
| <b>Background Papers:</b>                  | None.   |
| <b>Appendices:</b>                         | <ol style="list-style-type: none"> <li>1. Draft Schedule (2019/20) (Calendar) (To Follow)</li> <li>2. Draft Schedule (2019/20) (Table) (To Follow)</li> </ol> |

## 1. Background

- 1.1 Most local authorities fix their schedule of meetings for a period of one-year in advance (at or about the time of the annual general meeting) compiled, as a rule, by an updating of the programme of the preceding year. By doing so, it sets the pattern for the organisation and transaction of Council business at both a policy and operational level and, moreover, allows Members and Officers to enter dates in their diaries before other commitments arise.
- 1.2 As required by the Council's Constitution, a function reserved to Council is the approval and adoption of the Schedule of Council and Allied Meetings for the ensuing municipal year at its Annual General Meeting (AGM). However, it is highly expedient in terms of forward-planning that a draft Schedule be drawn-up and recommended at the earliest available opportunity.
- 1.3 Whilst ordinarily the draft Schedule would be reported to the last meeting of the Full Council in the current municipal year, due to the increasing workload required of Democratic Services in the run-up to the Borough Council elections in May 2019, it is both necessary and prudent that the draft Schedule be considered sooner rather than later.
- 1.4 Furthermore, considering the draft Schedule somewhat departs from the programme of preceding municipal years due to the stricter requirements of quarterly performance reporting (see paragraph 3.1) it is considered that this Committee, given its remit to "provide oversight and scrutiny of any major change management projects being carried out within the organisation", is the most appropriate to consider the draft Schedule.

## 2. Draft Schedule of Council & Allied Meetings (2019/20)

- 2.1 The attached draft Schedule sets out the proposed dates, times and venues of meetings for the municipal year 2019/20. The draft Schedule also includes other meetings, induction

sessions, events and useful dates (including school and bank holidays) allied to the Council.

2.2 The Appendices to this report provides the proposed dates, times and venues in both a calendar (**Appendix 1**) and table (**Appendix 2**) format. The table at Appendix 2 further groups and organises the meetings/events by type and chronology.

2.3 All proposed meeting venues currently marked 'TBC' will be confirmed at the AGM itself.

### **3. Information**

#### **3.1 Quarterly Performance Reporting**

3.1.1. Whilst it has become custom for certain committees to receive quarterly reports (i.e. containing information on the performance and/or activity for the relevant service or policy areas under its remit), the administrative practicalities associated therewith have often been overlooked in the past thereby resulting in draft Schedules being approved and adopted that do not synchronise conveniently with quarter-ends.

3.1.2 Currently, the following committees are subject to quarterly reporting requirements:

- Policy, Finance and Development Committee;
- Service Delivery Committee; and
- Licensing and Regulatory Committee

3.1.3. In order to allow adequate time for the required data to be collated from the quarter-end and for fully-inclusive reports to be prepared, the draft Schedule has been re-programmed to strictly meet the timeframes as set out in the table below, with other meetings/events evenly spaced around the core bloc as far as possible.

| <b>Quarter</b> | <b>Covers</b> | <b>Data Collection</b> | <b>Finish Reports</b> | <b>Meeting Dates</b>                                 |
|----------------|---------------|------------------------|-----------------------|--|
| 4 (2018/19)    | Jan-Feb-Mar   | April 2019             | May 2019              | First two weeks of June 2019                         |
| 1 (2019/20)    | Apr-May-June  | July 2019              | August 2019           | First two of September 2019                          |
| 2 (2019/20)    | July-Aug-Sep  | October 2019           | November 2019         | *Last week in November / first week in December 2019 |
| 3 (2019/20)    | Oct-Nov-Dec   | January 2020           | February 2020         | First two weeks of March 2020                        |

\* Timetabling constraints due to the closures over the Christmas period.

#### **3.2 Other Considerations**

The following guidelines have also been applied in the preparation of the draft Schedule:

- As far as possible, the order of meetings within the committee cycle is related to the character of business. Council meetings at which recommendations may need to be

referred to, or committees which regularly or periodically have to consider the outcomes or recommendations of other committees, therefore meet at the end of the cycle, but in sufficient time before the relevant meeting to enable reports to be prepared and incorporated within the relevant agenda.

- As far as possible, clashes of meetings and events have been avoided. However, inevitably, given the constraints of avoiding school/public/religious holidays and the number of meetings to be accommodated on specific days of the week, there are occasions where there are overlaps of meetings and events.
- As far as possible, school/religious holidays and party conference weeks have been avoided. Although it has not been possible to keep those weeks completely clear, particularly if certain scheduled meetings are required to take place within statutory or other prescribed timeframes (e.g. Council Tax and Budget Setting).
- As far as possible, meetings have not been scheduled to take place during the pre-election period (known as “purdah”) commencing 7 April 2020 ahead of the Police and Crime Commissioner Election scheduled to take place on 7 May 2020.
- As far as possible, meetings have not been scheduled on Mondays or Fridays.
- What may appear at the moment to be “free” days may be filled by sub-committee meetings and hearings, chairs’ pre-agenda meetings, political group meetings etc.

#### **4. Going Forward**

- 4.1 If the draft Schedule is recommended by Members, the final Schedule shall be put before the Full Council for approval and adoption at its Annual General Meeting (AGM) on Tuesday, 14 May 2019. As such, it is important to note that the draft Schedule is to be considered as provisional and therefore subject to further, albeit minor, amendments until such time. It is also recommended that the draft Schedule, as may be recommended, be circulated to all Members ahead of the AGM to give them some indication as to their expected availability.
- 4.2 As recommended, Members are also asked to resolve that the proposed dates, times and venues of meetings of the draft Schedule be provisionally entered onto the Council’s meeting management application (Modern.Gov) so as to pre-empt any administrative burden upon Democratic Services on or after 14 May 2019. By doing so, the information entered will be publically-viewable via the ‘Meeting Dates, Agendas and Minutes’ section of the Council’s website: however, these will be clearly marked as ‘Provisional’ until confirmed.