

Agenda Item No: 11

Report Title: Meetings Timetable 2018/2019

Report To: Council **Date:** 19 February 2018

Cabinet Member: Councillor Andy Smith, Leader of the Council

Ward(s) Affected: All

Report By: Catherine Knight, Assistant Director of Legal and Democratic Services

Contact Officer(s)-

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Purpose of Report:

To approve the meetings timetable for the 2018/2019 municipal year and to ensure the smooth running of the Council's business during the period immediately following the elections next year.

Officers Recommendation(s):

- 1** To recommend to Council that the meetings timetable for the 2018/2019 municipal year (as shown in **Appendices A and B**), be approved and adopted; and
- 2** To recommend to Council that the Chief Executive, after consultation with the Chair and Vice-Chair of the Council, the Leader of the Council (Elect) and the Leaders of the Minority Groups, be given power to deal with any urgent matters arising between the cessation of office of former members (7 May 2019) and the Annual Council Meeting (15 May 2019), as shown under **Appendix C**.

Note: For the purpose of Recommendation 2, the occupiers of the posts of Chair and Vice-Chair of the Council will be the Chair and Vice-Chair for the municipal year 2018/2019 who hold office until the Annual Meeting of the Council on 15 May 2019, the Leader of the Council (Elect) will be the person elected by the relevant political group after the elections on 2 May 2019 prior to that person's formal appointment by Council on 15 May 2019 and the Leaders of the Minority Groups will be the person appointed by the relevant political group immediately after the elections on 2 May 2019.

Reasons for Recommendations

- 1 To facilitate the smooth running of the Council's business in the municipal year 2018/2019 and during the May 2019 election period.

Information

- 2 The draft timetable for 2018/2019 has been circulated to all councillors and Chief Officers for comment.

Key constraints that have to be taken into account when compiling the timetable:

- 3 The timetable (as shown under **Appendices A and B**) has to be arranged between Annual Meetings of the Council which, in election years, is held within 21 days of the retirement of the outgoing councillors and, in non-Council election years, can take place in March, April or May in accordance with the Council's Constitution. Bank Holidays and the Easter and Christmas holiday periods have been avoided wherever possible.
- 4 Eastbourne Borough Council's (EBC) 'Calendar of Meetings 2018-2019' has been compiled in conjunction with Lewes District Council's (LDC) Meetings Timetable 2018/2019 to avoid clashes between Eastbourne and Lewes meetings of Cabinet and Full Council, and to align committee meetings across both Councils, where possible.
- 5 School holidays have been kept clear of meetings, where this has been possible to achieve.
- 6 Party conference dates, where known at the time of producing this report, have been inserted into the timetable (month-by-month calendar view) and have been kept clear of meetings where this is possible to achieve.
- 7 The District-wide **Planning Applications Committee** meets every three weeks on a Wednesday and the briefing meetings are usually held on the preceding Monday (except for when the briefing meeting date falls on a Bank Holiday). There is a four week gap between meetings on 12 December 2018 through to 9 January 2019 to avoid the Christmas and New Year holidays.
- 8 **Cabinet** is scheduled to meet 6 times during the 2018/2019 municipal year, instead of 7 as in 2017/2018. This is because 2019 is a District election year and scheduling a meeting in April 2019 has been avoided due to the election period. If urgent business arises during that time that requires Cabinet to meet, an additional meeting can be scheduled. When drafting the timetable, adding a meeting in May 2018 was considered unnecessary as there are already Cabinet meetings scheduled in for January, February, March and April 2018.
- 9 The **Cabinet** meeting in September falls during the week of the Liberal Democrats Party Conference. This date is immovable due to various constraints, primarily due to the alignment of Cabinet meetings across both Councils.

- 10 **Cabinet Members' Briefing** (previously known as call over) meetings are all timetabled on Mondays or Wednesdays to allow members of the joint Corporate Management Team (CMT) to attend. As a consequence, the Cabinet Members' Briefing meeting on Monday 3 September 2018 falls on the final day of the school holiday period.
- 11 **Full Council** meetings start at 6:00pm. This is in line with current arrangements in place since July 2016. All meetings of Full Council are scheduled on Mondays or Wednesdays evenings. The number of Full Council meetings has been aligned across LDC and EBC for 2018/2019. The proposal for Lewes is to reduce the number of meetings from 5 to 4, with the October and December meetings being combined into a late November meeting instead. This is because the October meeting tends to be light on business as it takes place at the end of the summer recess.
- 12 The precept setting **Council** meeting has been scheduled for Monday, 25 February 2019 in order to take place as soon as possible after the equivalent East Sussex County Council meeting which, it is anticipated, will be held on 5 February 2019.
- 13 **Audit and Standards Committee** meetings are usually held on Mondays. The only exception to this is the meeting scheduled on Tuesday 17 July 2018. This has been timetabled due to several constraints, primarily to account for the change in requirements to publish the Council's audited accounts earlier than in previous years.
- 14 **Scrutiny Committee** meetings have been scheduled to start at 2pm instead of 10am. This is to enable those councillors who also sit on the East Sussex Health Overview and Scrutiny Committee to attend those meetings which are likely to fall on the same day.
- 15 The number of **Scrutiny Committee** meetings proposed is the same as was held in 2017/2018. The proposed meeting dates are synched with Cabinet dates to enable timely reporting between the two bodies, and in line with the quarterly finance and performance reporting. Additional meetings can be scheduled mid-year if the work programme required it.

Council business during the May 2019 election period:

- 16 The District Council elections take place on Thursday, 2 May 2019. The whole Council will retire on Tuesday, 7 May 2019 and the newly-elected councillors will come into office on the same day. The Chair and Vice-Chair of the Council, for the 2018/2019 municipal year, however, will continue in office until their successors become entitled to act ie. until the Annual Meeting of the Council on Wednesday, 15 May 2019. During this period, the Chair of the Council may, if necessary, call an extraordinary meeting of the Council.
- 17 Council and Cabinet will be able to deal with any urgent business which may arise in relation to their respective functions up until 7 May 2019 (when the new councillors come into office).

- 18** In order that urgent business can continue to be dealt with from 7 May 2019 onwards, it is suggested that the Chief Executive, after consultation with the Chair and Vice-Chair of the Council, the Leader of the Council (Elect) and the Leaders of the Minority Groups, be authorised to deal with any urgent matters between 7 May 2019 (the cessation of office of former members) and the Annual Council Meeting on 15 May 2019 (see diagram at **Appendix C**)

Financial Appraisal

- 19** Some meetings may take place at different venues throughout the District, for which room hire charges have to be paid.

Legal Implications

- 20** None over and above those set out in the body of this report.

Risk Management Implications

- 21** I have completed the Risk Management questionnaire and this report does not require a risk assessment because the changes/issues covered by the recommendations are not significant in terms of risk.

Equality Screening

- 22** I have completed the initial Equality Impact Assessment screening exercise and no potential negative impacts were identified as a result of these recommendations. Therefore, a full Equality Impact Assessment is not required.

Background Papers

- 23** None

Appendices

- 24** Appendix A: Meetings Timetable 2018/2019 – Summary of Public Meetings
Appendix B: Meetings Timetable 2018/2019 (by calendar month)
Appendix C: Election Period 2019 – Principal Dates