
Subject: PROGRAMME OF ORDINARY MEETINGS 2019/20

Meeting and Date: COUNCIL – 24 JULY 2019

Report of: HEAD OF GOVERNANCE

Classification: UNRESTRICTED

Purpose of the report: Following the review of the Council's Committee Structure there arises a need to review the agreed programme of meetings for 2019/20 and make any resulting amendments from the deletion or creation of committees.

Recommendation: That Council consider the Programme of Ordinary Meetings for 2019/20.

1. Summary

1.1 At the Annual Meeting of the Council on 17 May 2019 a Programme of Ordinary Meetings was adopted for the municipal year 2019/20. Following a review of the Council's committee structure the Council may need to agree amendments to deliver the new structure.

2. Introduction and Background

2.1 The Programme of Ordinary Meetings for 2019/20 is based on a cycle that commences with a meeting of the Cabinet and ends with a meeting of the Council. In between those two points all other committee business takes place.

2.2 Wherever possible efforts have been made to avoid school holiday dates and political party conferences.

2.3 It should be emphasised that the current programme set out in Appendix 1 only applies to committees with scheduled meetings.

3. Governance Committee Recommendations

3.1 The Governance Committee at its meeting held on 27 June 2019 recommended the abolition of the two scrutiny committee model in favour of the single scrutiny committee model. In the event that such an amendment to the committee structure is adopted, the new committee (referred to here as the 'Overview and Scrutiny Committee') will need to have a programme of meetings agreed for the municipal year 2019/20. An example of possible dates is set out in Appendix 3.

4. Joint Staff Consultative Forum and Joint Health, Safety and Welfare Consultative Forum

4.1 In addition to any changes arising from the review of the Council's committee structure a request has been received from the staff representatives to move the day of the Joint Fora meetings from a Tuesday to a Wednesday due to availability issues with the Tuesday date. The proposed alternative dates are set out in Appendix 2.

5. Identification of Options

5.1 There are four options available to the Council:

5.2 Option A – Do nothing.

5.3 Option B - To approve an amended Programme of Ordinary Meetings for 2019/20 to reflect the proposed change of dates to the Joint Staff Consultative Forum and the

Joint Health, Safety and Welfare Consultative Forum. These are set out in Appendix 2.

- 5.4 Option C – To approve an amended Programme of Ordinary Meetings for 2019/20, without the changes to the dates of the Joint Fora, with additional amendments to reflect changes to the committee structure. This would be an amendment to the dates set out in Appendix 1.
- 5.5 Option D – To approve an amended Programme of Ordinary Meetings for 2019/20, with the changes to the dates of the Joint Fora, with additional amendments to reflect changes to the committee structure. This would be an amendment to the dates set out in Appendix 2 (possibly using dates set out in Appendix 3 for a single scrutiny committee model).
- 5.6 For Options C and D, an example of potential dates for a single scrutiny committee model in accordance with the Governance Committee recommendations are set out in Appendix 3.

6. **Evaluation of Options**

- 6.1 Option A the existing Programme of Ordinary Meetings for 2019/20 approved in May remains unchanged.
- 6.2 Option B seeks to ensure that quorate meetings of the Joint Fora are held by making the meetings at a day of the week suitable to the majority of staff representatives. This option does not include any other changes to the committee structure (i.e. it preserves the two scrutiny committee model).
- 6.3 Option C does not provide for amendments to the dates of the Joint Fora, thereby increasing the risk of inquorate or rescheduled meetings.
- 6.4 Option D is recommended in the event that the committee structure is amended as it also includes the amendments to the Joint Fora meeting dates. In the event that changes are made to the scrutiny committee model, the suggested dates set out in Appendix 3 are those that are feasible to deliver.
- 6.5 In the event that any Member wishes to propose an option not set out in the report they are asked to contact the Democratic Services Manager prior to the date of the meeting at which this report is considered in order that the feasibility of arranging the meeting dates can be established.

7. **Resource Implications**

- 5.1 There are no resource implications arising from this report as set out.

8. **Appendices**

Appendix 1 – Adopted Programme of Ordinary Meetings 2019/20

Appendix 2 – Amended Programme of Ordinary Meetings 2019/20 (to reflect changes to the Joint Fora)

Appendix 3 – Example of Overview and Scrutiny Committee Meeting Dates 2019/20

9. **Background Papers**

None

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