

Report To: Council

Date of Meeting: 2 July 2019

Lead Member: Councillor Richard Mainon

Report Author: Steve Price (Democratic Services Manager) and Kath Jones (Committee Administrator)

Title: Committee Timetable 2020

1. What is the report about?

This report contains information and requests decisions on committee-related issues.

2. What is the reason for making this report?

It is necessary for Council to approve a timetable for 2020 in line with Council's decision to maintain an 18 month timetable, to enable meeting venues and resources to be confirmed, to publicise the timetable and to populate the Members' diary.

3. What are the Recommendations?

That Council approves the draft committee timetable for 2020.

4. Report details

Committee Timetable

The current timetable of committee meetings continues until the end of 2019 and will be extended until the end of 2020 in accordance with Council's request to maintain an 18 month timetable. The draft timetable for 2020 is attached as appendix 1 and also contains a committee-by-committee explanation of the factors behind the identification of suitable dates for each meeting.

5. How does the decision contribute to the Corporate Priorities?

The decisions and information arising from this report are central to the functioning of the democratic and committee systems which are essential elements of the Council's governance arrangements and contribute to the Council's corporate priorities.

6. What will it cost and how will it affect other services?

The costs of maintaining a committee system are covered within existing budgets but the Council in 2015 made a commitment through its *Freedom and Flexibilities* process to reduce the number of committee meetings being held to save the associated costs.

Services throughout the Council may contribute to the meetings included in the timetable, usually by contributing information, reports and officer time.

7. What are the main conclusions of the Well-being Impact Assessment?

A Well-being Impact Assessment is not required for this report.

The annual timetable of meetings is an established process and meets the aims of well-being and equality legislation. The principal 'service users' are the members of the committees and supporting officers although the press and public are also able to attend most meetings or view webcast meetings online. The level of interest or engagement of individuals or groups is likely in large part to depend on the topic under consideration.

8. What consultations have been carried out with Scrutiny and others?

Council is being consulted on the issues raised in this report. Officers supporting the work of the different committees have been consulted on the committee timetable to identify viable dates for meetings.

9. Chief Finance Officer Statement

There are no additional costs arising from the recommendations in this report.

10. What risks are there and is there anything we can do to reduce them?

Failure to confirm the timetable would be detrimental to the Council's governance arrangements.

11. Power to make the Decision

Schedule 12 of the Local Government Act 1972