

FAREHAM

BOROUGH COUNCIL

Report to Council

24 October 2019

Subject: **SCHEDULE OF COUNCIL AND COMMITTEE MEETINGS: 2020-21**

Report of: **Head of Democratic Services**

SUMMARY

This report invites the Council to determine the schedule of Council and committee meeting dates for the next municipal year. Dates of Executive meetings have been set by the Executive Leader in accordance with the Council's Constitution. A draft schedule setting out proposed dates for all meetings from May 2020 is submitted for approval.

RECOMMENDATION

It is recommended that Council approves the proposed schedule of Council, Committee and Panel meetings for the municipal year 2020-21, as set out at Appendix A to this report.

INTRODUCTION

1. The Council is invited to determine the schedule of Council, Committee and Scrutiny Panel meetings for the municipal year for 2020-21. A draft schedule is appended to this report for consideration.

PROPOSED SCHEDULE

2. Members are reminded that the Council's Standing Orders provide that Executive meetings are to be held on dates determined by the Executive Leader. The Executive Leader has therefore been consulted and has approved the dates which are shown in the schedule appended to this report. Eleven meetings have been arranged for the Executive to meet monthly except during August, which is largely kept clear of meetings in accordance with the Council's practice.
3. All other meeting dates are for Council to determine and a provisional schedule for the 2020-21 municipal year is attached as Appendix A and Members are asked to approve the proposals for meetings of the Council, Committees and Scrutiny Panels.
4. Dates for the summer Community Action Teams (CATs) are in the process of being agreed and will be set to avoid the dates of Council, Committee and Scrutiny Panel meetings. Details will be circulated to members at the earliest opportunity.
5. The schedule of Council and committee meetings has been organised largely on the same basis as the current year's schedule. It provides for:
 - (i) six ordinary meetings of Council scheduled for the year, in addition to the Annual meeting. Members are asked to note that the date of the proposed Council meeting in February 2020 is provisional as it is dependent upon the date of the County council precept meeting. In any event, the February Council meeting will commence at 5pm. The arrangements for the Council meetings are in accordance with Standing Orders;
 - (ii) four cycles of each Scrutiny Panel;
 - (iii) six meetings of the Licensing and Regulatory Affairs Committee;
 - (iv) twelve meetings of the Planning Committee, arranged on a four-weekly basis; and
 - (v) quarterly meetings of the Audit and Governance Committee.
6. As in the current year, no provision has been made for meetings of the Licensing Panels. Arrangements will continue to be made for the hearings as and when required.
7. It is also proposed to arrange meetings of the Appeals Committee as and when required, although there is one scheduled meeting at the beginning of the municipal year.
8. Proposed dates for the Partnership for South Hampshire (PfSH) Joint Committee and Partnership for South Hampshire (PfSH) Overview and Scrutiny Committee are shown for reference, however these meeting dates will be approved by

Partnership for South Hampshire (PfSH) Joint Committee and are therefore subject to confirmation.

RISK ASSESSMENT

9. There is no significant risk attached to determining the schedule of meetings for the next municipal year but it does present the opportunity of aiding the proper administration of the Council's business.

CONCLUSION

10. Council is asked to determine dates for meetings of the Council, Committees and Scrutiny Panels for the municipal year 2020-21. The Executive Leader has determined the dates of Executive meetings. Council is invited to approve the proposed schedule, appended to the report as Appendix A.

Appendices: Appendix A: Proposed Schedule of meetings for 2020-21

Background Papers: None

Reference Papers: Fareham Borough Council Constitution

Contact: For further information please contact Leigh Usher. (Ext: 4553)