

# FAREHAM

## BOROUGH COUNCIL

### Report to Council

#### 12 December 2013

*Subject:* **SCHEDULE OF COUNCIL AND COMMITTEE MEETINGS:  
2014-15**

*Report of:* **Director of Regulatory and Democratic Services**

#### SUMMARY

This report invites the Council to determine the schedule of Council and other 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 2014 is submitted for approval.

#### RECOMMENDATION

That the Council:

- (a) confirms its intention to hold the annual meeting of the Council in 2014 on 29 May following the introduction of legislation to vary the date of the local government elections and that accordingly Standing Order 1.1 with respect to meetings be suspended for 2014;
- (b) suspends for 2014-15 the requirements of the Constitution and of Standing Orders with respect to meetings in relation to the minimum number of meetings that must be held during the municipal year; and
- (c) approves the proposed schedule of Council and other meetings for the municipal year 2013-14, as set out at Appendix A to the report.

## **INTRODUCTION**

1. The Council will be aware that Parliament has approved an Order by the Secretary of State to change the date of the local government elections in 2014 so that they may be held on the same day as the European Parliamentary elections on 22 May 2014. The legislation also extends the period in office of existing councillors who are due to retire or seek re-election in 2014 and makes a corresponding reduction in the term of office of those to be elected.
2. In view of the changes for this current and the next municipal years, the Council is invited to determine the schedule of Council, Committee, Scrutiny Board and Panel meetings for the municipal year 2014-15. A proposed schedule is appended to this report for consideration.

## **ANNUAL COUNCIL MEETING 2014**

3. The Council has a statutory duty to hold an annual meeting. In a year of ordinary elections, that meeting must be held within 21 days of the day of retirement of councillors. It has long been the custom of the Council to hold its meeting one week after the day of elections. Members are asked to confirm that the annual meeting of the Council in 2014 is to be held on 29 May.
4. Standing Order 1.1 with respect to meetings requires the annual meeting to be held on the second Thursday of May. It will therefore be necessary to suspend Standing Order 1.1 for 2014.

## **PROPOSED SCHEDULE**

5. Members are reminded that the Council's Standing Orders provide that Executive meetings are to be held on dates to be 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.
6. All other meeting dates are for Council to determine and a provisional schedule for the 2014-15 municipal year is attached at Appendix A and members are asked to approve the proposals for meetings of the Council, Committees, the Scrutiny Board and the Policy Development and Review Panels.
7. The consequence of extending the current municipal year to the end of May 2014 is that there would be a gap in meetings from the end of April until the end of May. It is therefore proposed to add a cycle of Policy Development and Review Panel meetings and an Executive meeting during May 2014.
8. The schedule at Appendix A shows the additional meetings proposed for May but it should be noted that these will effectively be held within the current municipal year of 2013-14 because the Annual Meeting denotes the start of the next municipal year.

9. In view of the shortened period of the municipal year 2014-15, only five meetings of each of the Policy Development and Review Panels and ten meetings of the Executive have been scheduled. Members are therefore asked to agree to the suspension of Standing Order 33.1 relating to the number of Executive meetings in the municipal year and of Standing Order 49.1 relating to the number of Overview and Scrutiny meetings for 2014-15 only.
10. Dates for the Community Action Teams (CATs) are in the process of being agreed and will be set to avoid the dates of council and committee meetings. Details will be circulated to members at the earliest opportunity and will be added to the approved annual schedule as soon as available.
11. 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 2015 is provisional as it is dependent upon the date of the county council precept meeting. The arrangements for the Council meetings are in accordance with Standing Orders;
  - (ii) five cycles of meetings of the Scrutiny Board and of the Policy Development and Review Panels;
  - (iii) five meetings of the Licensing and Regulatory Affairs Committee and four of the Housing Tenancy Board;
  - (iv) twelve meetings of the Planning Committee, arranged on a four-weekly basis; and
  - (v) quarterly meetings of the Audit and Governance Committee.
12. 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.
13. It is also proposed to continue to arrange meetings of the Appeals Committee as and when required.

## **RISK ASSESSMENT**

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

## **CONCLUSION**

15. Council is asked to determine dates for meetings of the Council, Committees, Scrutiny Board and the Policy Development and Review Panels for the municipal year 2014-15. The Executive Leader has determined the dates of Executive meetings. Council is invited to approve the proposed schedule, appended to the report at Appendix A.

**Appendices:** Appendix A : Proposed schedule of meetings for 2014-15

**Background Papers:** None

**Reference Papers:** Fareham Borough Council Constitution

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