

# Public Document Pack



## BLACKPOOL COUNCIL

Thursday, 3 May 2018

To: The Members of Blackpool Council

Mr Mayor, Ladies and Gentlemen

You are hereby summoned to attend a meeting of **Blackpool Council** to be held in the Council Chamber at the Town Hall, Blackpool on Monday, 14 May 2018 commencing at 2.00 pm for the transaction of the business specified below.



Director of Governance and Partnerships

### **Business**

#### **1 APPOINTMENT OF CHAIRMAN**

The Council is asked to affirm Councillor David Owen as Chairman for Item 2 (Declarations of Interest) and Item 3 (The Election of the Mayor of the Council).

#### **2 DECLARATIONS OF INTEREST**

Members are asked to declare any interests in the items under consideration and in doing so state:

(1) the type of interest concerned either a

- (a) personal interest
- (b) prejudicial interest
- (c) disclosable pecuniary interest (DPI)

and

(2) the nature of the interest concerned

If any member requires advice on declarations of interests, they are advised to contact the Head of Democratic Governance in advance of the meeting.

**3 THE ELECTION OF THE MAYOR OF THE COUNCIL**

To elect the Mayor of the Council.

**4 THE MAYOR'S ACCEPTANCE OF OFFICE**

The Worshipful the Mayor to make a Declaration of Acceptance of the Corporate Office of Mayor.

**5 THE APPOINTMENT OF THE DEPUTY MAYOR OF THE COUNCIL**

To appoint a Deputy Mayor.

**6 THE DEPUTY MAYOR'S ACCEPTANCE OF OFFICE**

The Deputy Mayor to make a Declaration of Acceptance of the Corporate Office of Deputy Mayor.

**7 THE MAYOR'S ADDRESS**

(Pages 1 - 2)

The Worshipful the Mayor to address the meeting:

- a) in relation to his forthcoming year
- b) to ask the Council to place on record its appreciation from the ex-Mayor, Councillor Ian Coleman.

**8 CONGRATULATIONS TO THE INCOMING MAYOR AND WORDS OF APPRECIATION FOR THE EX-MAYOR**

Councillors Blackburn and T Williams to speak.

**9 MINUTES OF THE LAST MEETING HELD ON 21 MARCH 2018**

(Pages 3 - 6)

To agree the minutes of the last meeting held on 21 March 2018 as a true and correct record.

**10 ANNOUNCEMENTS**

To receive official announcements from the Mayor.

**11 APPOINTMENT OF COMMITTEES**

(Pages 7 - 12)

The Council will be asked to consider the appointment of its committees, in accordance with the Council's Constitution and the Local Government Act 1972.

**12 SCHEME OF DELEGATION/ CHANGES TO THE CONSTITUTION** (Pages 13 - 18)

The purpose of the report to agree the scheme of delegation and consider changes to the Council's Constitution.

**13 PROGRAMME OF COUNCIL AND COMMITTEE MEETINGS** (Pages 19 - 28)

The Council will be asked to consider for approval a programme of meetings for 2018/2019 and to note provisional meeting dates from May to December 2019.

**Venue information:**

First floor meeting room (lift available), accessible toilets (ground floor), no-smoking building.

**Other information:**

For queries regarding this agenda please contact Yvonne Burnett, Democratic Governance Senior Adviser, Tel: (01253) 477034, e-mail [yvonne.burnett@blackpool.gov.uk](mailto:yvonne.burnett@blackpool.gov.uk)

Copies of agendas and minutes of Council and committee meetings are available on the Council's website at [www.blackpool.gov.uk](http://www.blackpool.gov.uk).

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## **APPRECIATION FOR THE EX-MAYOR AND MAYORESS**

Blackpool Council places on record its appreciation of the duties undertaken by Councillor Ian Coleman, as Mayor of Blackpool.

The Blackpool mayoralty again maintained its status as a busy one this year with a variety of civic engagements.

Ian and Mavis began the mayoral year with the Royal Garden Party in London and opened the World Dance Championships at the Winter Gardens.

Throughout the year they attended many high profile local events such as the Pride Launch, Lytham Proms and the Manchester to Blackpool Car Run. Ian and Mavis were fortunate to meet international celebrity Will Smith and also met with Simon Cowell, Ant and Dec and the Britain's Got Talent crew.

Blackpool still attracts a large number of conferences and the Mayor and Mayoress attended a variety of annual gatherings such as; National Pensioners Convention, UK Bus Driver of the Year Awards, WMCIU, Royal Pigeon Racing Association and USDAW Congress, to name a few.

Many Ex-Service organisations still hold their annual reunions in Blackpool and Ian and Mavis attended reunions of the Canal Zoners, the Royal Artillery Association, Aden Veterans, the Royal Air Force Association and the HMS Penelope Association. National Armed Forces Week, during June, was again a great success attracting thousands of visitors to the town and the Mayor and Mayoress attended a variety of events during the week.

In July, the Mayor and Mayoress were able to welcome The Duke of Lancaster's Regiment to the town for the Freedom of the Borough ceremony and parade, a very prestigious event for Blackpool.

The Mayor took great pleasure in welcoming our new citizens to the town at the many very popular Citizenship Ceremonies that were held throughout the year.

This year, the Mayor chose Blackpool Carers Centre and Blackpool Royal British Legion Club as his charities and raised just over £20,000 this mayoral year.

A special reference has to be made to the Deputy Mayor and Deputy Mayoress, Gary and Debbie, for their support and contribution to this mayoral year and to Rev Augusta Gibrill who acted as Mayor's Chaplain and has assisted at Council meetings and other civic events.

This appreciation would not be complete without particular reference to the Mayoress, Mavis, who supported Ian in his role.

To Ian and Mavis, Blackpool Council places on record its sincere appreciation of their services as Mayor and Mayoress.

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### **Present:**

Councillor G Coleman (in the Chair)

### Councillors

Benson	Elmes	Maycock	Mrs Scott
Callow	Galley	Mitchell	Singleton
Mrs Callow JP	Mrs Henderson MBE	O'Hara	Stansfield
Campbell	Humphreys	Owen	L Taylor
Clapham	Hunter	Robertson BEM	L Williams
D Coleman	Hutton	Roberts	T Williams
Collett	Jackson	Rowson	Mrs Wright
Cox	Kirkland	Ryan	
Cross	Matthews	D Scott	

### **In Attendance:**

Neil Jack, Chief Executive

John Blackledge, Director of Community and Environmental Services

Alan Cavill, Director of Place

Diane Booth, Director Children's Services

Antony Lockley, Director of Strategy and Assistant Chief Executive

Dr Arif Rajpura, Director of Public Health

Karen Smith, Director of Adult Services

Mark Towers, Director of Governance and Partnerships/Monitoring Officer

Lorraine Hurst, Head of Democratic Governance

Yvonne Burnett, Democratic Governance Senior Adviser

Jenny Bollington, Media Manager

### **Apologies:**

Apologies for absence were received on behalf of Councillors Blackburn, Cain and Smith who were on official Council business.

### **1 DECLARATIONS OF INTEREST**

Councillors Hunter, Singleton and Robertson declared prejudicial interests in agenda item 4(b), Report from the Deputy Leader of the Council, as Council-appointed non-executive directors of Blackpool Housing Company Ltd and indicated that they would leave the room if any discussion arose in relation to the information in the report relating to that company.

As a Director of Blackpool Sixth Form College, Councillor Clapham declared a disclosable pecuniary interest in agenda item 4(b), Report from the Deputy Leader of the Council, in reference to the contract between Blackpool Sixth Form College and HeadStart – Creative Experiences and also indicated that he would leave the room if there were questions or comments on the paragraph in the report.

## MINUTES OF COUNCIL MEETING - WEDNESDAY, 21 MARCH 2018

### 2 MINUTES OF THE LAST MEETING HELD ON 28 FEBRUARY 2018

**Resolved:** That the minutes of the Council meeting held on 28 February 2018, be signed by the Deputy Mayor as a correct record.

### 3 ANNOUNCEMENTS

There were no announcements on this occasion.

### 4 EXECUTIVE REPORTS, COMBINED FIRE AUTHORITY REPORTS AND CHAIRMAN OF THE AUDIT COMMITTEE REPORT

The Deputy Leader of the Council presented the report on behalf of the Leader and went on to present her own report. The Cabinet Member for Adult Services and Health presented the report on behalf of the Cabinet Secretary.

All reports outlined the work under undertaken in the respective portfolio areas and covered corporate, strategic and policy issues, together with work being undertaken in transforming services and with partners.

On behalf of the representatives of the Lancashire Combined Fire Authority, Councillor Jackson presented a report detailing the work of the authority from the meetings held in September and December 2017 and February 2018.

The Chairman of the Audit Committee also presented his report to the Council, which detailed work of the committee during the last municipal year and its future work programme.

Questions, comments and debate were invited from all councillors on each of the report areas.

Notes:

- (1) On behalf of the Leader, the Deputy Leader agreed to provide a response to:
  - Councillor Mrs Callow on the reason for the protracted renovations to the Municipal Buildings to accommodate the Job Centre
  - Councillor M Scott on the rationale for the revised opening time of 10.00 am on Wednesdays for the Customer First office
  - Councillor Callow as to the reason for representatives from the Metropolitan Borough of Knowsley Council inspecting trees on grass verges within the Norbreck ward
  - Councillor Mrs Callow on the amount of Government grants and grants from other organisations that the Council had received during 2017/ 2018
  - Councillor T Williams as to why the Council had used Mr Andy Spinoza's Company (SKV Communications) to advertise the Museum Project, along with confirmation of the cost and duration of the contract and the reason why the Council's own Communications Team had not been used.



## MINUTES OF COUNCIL MEETING - WEDNESDAY, 21 MARCH 2018

- (2) In presenting her own report, the Deputy Leader agreed to provide a response to:
- Councillor T Williams to clarify whether more court cases were being referred to the law courts in Chorley and confirmation about the future of the Blackpool Magistrates, County and Family Courts
  - Councillor Mrs Callow on the cost of the feasibility study for the Central Leisure Quarter (CLQ) site, which had been funded through external money from the Cabinet Office
  - Councillor Clapham on details of the exact location of the potential development site for new housing on Blackpool Road.

### 5 PAY POLICY STATEMENT 2018/ 2019

The Council considered the recommendation from the Chief Officer's Employment Committee in relation to the Pay Policy Statement, which was required to be approved for the 2018/2019 financial year. The Statement set out policy on Chief Officer Remuneration, remuneration of its lowest paid employees including the definition used for this group, as well as the relationship between the chief officer remuneration and that of other staff.

The Committee had also recommended the approval of election fees ahead of the 2019 local elections, in order to assist with planning and recruitment of election staff for May 2019. Members noted that the proposed changes did not affect the overall budget for election payments, and contained some minor increases and reductions and clarity over the Returning Officer's fee for multiple by-elections.

**Motion:** Councillor Campbell proposed (and Councillor Cross seconded):

'To approve the Pay Policy Statement and the local elections fees as submitted to the Chief Officers Employment Committee'.

**Motion carried:** The motion was submitted to the Council and carried.

### 6 MOTIONS AT COUNCIL

#### Telephone Boxes and Antisocial Behaviour

**Motion:** Having submitted notice, Councillor Humphreys proposed (and Councillor Ryan seconded):

'That the Council recognises that whilst being a community asset, telephone boxes can also be a source and cause of crime and anti-social behaviour particularly drug dealing. The Council therefore calls upon British Telecom to review its criteria for the removal of telephone boxes to take into account such crime and anti-social behaviour issues evidenced by responsible authorities. The Council therefore asks the Chief Executive to write to the Home Secretary to request that the Council's concerns be raised with Telephone Box providers'.

## MINUTES OF COUNCIL MEETING - WEDNESDAY, 21 MARCH 2018

Members went on to debate the motion.

**Motion carried:** The motion was submitted to the Council and carried.

### **Mayor**

(The meeting ended at 7.25 pm)

Any queries regarding these minutes, please contact:

Lorraine Hurst, Head of Democratic Governance

Tel: 01253 477127

E-mail: [lorraine.hurst@blackpool.gov.uk](mailto:lorraine.hurst@blackpool.gov.uk)

<b>Report to:</b>	<b>COUNCIL</b>
<b>Relevant Officer:</b>	Mark Towers, Director of Governance and Partnerships
<b>Relevant Cabinet Member:</b>	Councillor Blackburn, Leader of the Council
<b>Date of Meeting:</b>	14 May 2018

## APPOINTMENT OF COMMITTEES

### 1.0 Purpose of the report:

1.1 The Council will be asked to consider the appointment of its committees, in accordance with the Council's Constitution and the Local Government Act 1972.

### 2.0 Recommendation(s):

2.1 To appoint the following Council committees, with powers and duties as set out in the Council's Constitution:

- Adults and Health Scrutiny Committee
- Resilient Communities and Children's Scrutiny Committee
- Tourism, Economy and Resources Scrutiny Committee
- Audit Committee
- Appeals Committee
- Planning Committee
- Standards Committee
- Chief Officers Employment Committee
- Shareholder's Advisory Board

2.2 To consider the political balance and appointments to the above Committees, details of which will be circulated under separate cover.

2.3 That in relation to scrutiny, to agree to continue with two diocesan co-opted representatives and the two governor co-opted representatives to the Resilient Communities and Children's Scrutiny Committee and for that committee to make the necessary appointments.

2.4 That the Licensing Committee also be re-appointed with the powers and duties as set out in the Constitution (membership of fifteen and a composition of ten Labour and five Conservative).

- 2.5 Subject to (2.4) above, the Licensing Committee be requested to re-appoint the Public Protection Sub-Committee, with the powers and duties, as set out in the Constitution.
- 2.6 Subject to the approval of the above recommendations, to note the appointment of members to committees as set out in Appendix 11(b) (to be circulated separately) and thereafter any nominations or changes to nominations reported to the Director of Governance and Partnerships by the relevant Group Leader.
- 2.7 Subject to the approval of the above recommendations, to agree to the appointment of the Chairmen and Vice Chairmen for those committees as identified at Appendix 11(b) based on the above recommendations.
- 2.8 To confirm the membership of the Health and Wellbeing Board and the appointment of the Chairman and Vice-Chairman of the Board as set out in Appendix 11(b).
- 2.9 Subject to the approval of the above recommendations, to agree that the Director of Governance and Partnerships be authorised to amend the Constitution accordingly.

**3.0 Reasons for recommendation(s):**

3.1 To enable Council business to be transacted by various committees and for the size of the committees to reflect the current political balance of the political groups on the Council. This will also meet statutory requirements.

3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.2b Is the recommendation in accordance with the Council’s approved budget? Yes

3.3 Other alternative options to be considered:

There are no other options other than a different or varied set of committees; however, the current committees have been appointed by Council in recent years and help transact the business of Council efficiently.

**4.0 Council Priority:**

4.1 The appointment of Council committees will help the Council achieve all its priorities.

## 5.0 Background Information

### 5.1 Proposed committees – the committees are set out below:

- Tourism, Economy and Resources Scrutiny
- Resilient Communities and Children’s Communities Scrutiny
- Adults and Health Scrutiny
- Audit
- Appeals
- Planning
- Standards
- Chief Officers Employment
- Licensing
- Shareholder’s Advisory Board

5.2 As indicated at Appendix 11(a), in order for the committees to balance, there has to be a reduction in size of four seats across the full allocation of seats on committees. The two Group Leaders are currently being consulted as to which Committees will be affected and details will be circulated in due course.

5.3 Although not subject to political balance rules, it is recommended that the same methodology be applied to Licensing and for a committee of fifteen there would be ten Labour councillors and five Conservative councillors.

5.4 The Licensing Committee would also need to appoint one permanent sub-committee - Public Protection - which is subject to the political balance rules and therefore has to be included in the aggregated proportionality calculations.

5.5 In 2013, the Council appointed a Health and Wellbeing Board. The membership of the Board is also listed at Appendix 11(b).

5.6 A full schedule of political balance calculations for all the proposed committees and the permanent sub-committee is attached at Appendix 11(a). These have been allocated by ‘political group’. A ‘political group’ is one, which has been constituted in accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990 and consists of at least two members. This therefore precludes the Council’s two Independent councillors from these calculations.

5.7 **Appointment of Chairmen** - the appointment of Chairmen of committees can be undertaken by either the Council or the committees themselves. At previous Annual Council meetings, the Council has appointed the Chairmen and Vice Chairmen and it is recommended that this practice continues. Appendix 11(b) lists the notified names of committee members and proposed chairmanship and vice-chairmanship positions. (The appointment of the Chairmen and Vice Chairmen for the Public Protection Sub-

Committee is a matter for the Licensing Committee to deal with).

5.8 It is recommended that as has been previous practice:

- the Chairman of the Audit Committee is from the opposition group and the Vice Chairman from the majority group
- the Chairmen of scrutiny committees are from the majority group and the Vice-Chairmen from the opposition group
- all other proposals for Chairmen and Vice Chairmen are proposed from the majority group.

**List of Appendices:**

Appendix 11(a) - Political balance calculations (to be circulated separately).

Appendix 11(b) - Proposed membership of the Council's committees and the Health and Wellbeing Board ((to be circulated separately).

**6.0 Legal considerations:**

6.1 The Local Government and Housing Act 1989 requires the Council to review periodically the political composition of the Authority and how this is applied to appointments to Council bodies. The rules for securing political balance on committees and sub-committees appointed by local authorities are contained in sections 15 and 16 of the Act and the Local Government (Committees and Political Groups) Regulations, 1990. See:

<http://www.legislation.gov.uk/ukxi/1990/1553/regulation/17/made>

**7.0 Human Resources considerations:**

7.1 There are no Human Resources considerations.

**8.0 Equalities considerations:**

8.1 There are no equalities considerations.

**9.0 Financial considerations:**

9.1 Special responsibility allowances for the proposed Chairman and Vice Chairman are met from the Members Allowances budget.

**10.0 Risk management considerations:**

10.1 Failure to appoint certain committees will hinder the Council in maintaining its statutory duties i.e. consideration of planning applications, hearing of appeals etc.

**11.0 Ethical considerations:**

11.1 There are no ethical considerations.

**12.0 Internal/ External Consultation undertaken:**

12.1 The Leader of the Council and the Leader of the Conservative Group put forward nominations for their representatives to serve on the recommended committees.

**13.0 Background papers:**

13.1 There are no additional background papers to this report.

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<b>Report to:</b>	<b>COUNCIL</b>
<b>Relevant Officer:</b>	Mark Towers, Director of Governance and Partnerships
<b>Relevant Cabinet Member:</b>	Councillor Blackburn, Leader of the Council
<b>Date of Meeting:</b>	14 May 2018

## **SCHEME OF DELEGATION/ CHANGES TO THE CONSTITUTION**

### **1.0 Purpose of the report:**

1.1 The purpose of the report to agree the scheme of delegation and consider changes to the Council's Constitution.

### **2.0 Recommendation(s):**

2.1 To agree that no changes are made to the scheme of delegation for which the Council has responsibility.

2.2 To amend Procedural Standing Order 10 in Part 4a of the constitution to incorporate a new paragraph at 10.7 (see Appendix 12(a)) to reflect the process to be followed should a member have either a disclosable pecuniary interest or a prejudicial interest and have to leave the room during the consideration of Executive Member and Council appointed representatives' reports at Council meetings.

### **3.0 Reasons for recommendation(s):**

3.1 To undertake this annual review in accordance with the Council's Constitution and to accommodate revised guidance when members need to declare disclosable pecuniary interests or prejudicial interests at Council meetings when consider reports from Executive Member and Council appointed representatives.

3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.2b Is the recommendation in accordance with the Council's approved budget? Yes

3.3 Other alternative options to be considered:

To make changes to the scheme of delegation relating to the Council functions, although this is not recommended.

To agree a different process for dealing with interests when considering Executive Member and Council appointed representatives' reports.

**4.0 Council Priority:**

4.1 The review of the Scheme of delegation will help the Council achieve all its priorities.

**5.0 Background Information**

5.1 Under the provisions of the Local Government Act 2000, the Executive ceased to be a committee of the Council within the meaning of the Local Government Act 1972 and the functions assigned to the Executive are for the Leader of the Council to delegate. The Council's non-executive functions and scheme of delegation are for the Council itself to delegate. There are no proposed changes to the scheme of delegation.

5.2 When delivering the recent training on registering and declaring interests to members, a practical approach to Declaration of Interests on Executive Member and Council appointed representative reports was discussed. The suggestion was that the standing orders should allow a question or comment to be asked and answered straight away whilst a member with an interest in the issue is out of the room. On returning to the room then the opportunity for questions and comments by other members will continue and the remaining answers given as normal at the end of that part of the process.

5.3 A change to Procedural Standing Order 10 needs to be updated to bring this into effect.

Does the information submitted include any exempt information? No

**List of Appendices:**

Appendix 12(a) - Proposed new Procedural Standing Order 10.

**6.0 Legal considerations:**

6.1 The Council's Constitution (Procedure Rule 2.2 of Part 4 of the Constitution) requires the Annual meeting to consider changes (if any) to the scheme of delegation or such part of it as the constitution determines it is for the Council to agree. The current scheme of delegation is set out in Part 3 of the Constitution (Responsibility for Functions).

**7.0 Human Resources considerations:**

7.1 There are no Human Resources considerations.

**8.0 Equalities considerations:**

8.1 There are no equalities considerations.

**9.0 Financial considerations:**

9.1 There are no financial considerations.

**10.0 Risk management considerations:**

10.1 There are no risk management considerations.

**11.0 Ethical considerations:**

11.1 There are no ethical considerations.

**12.0 Internal/ External Consultation undertaken:**

12.1 No further consultation has taken place with this item.

**13.0 Background papers:**

13.1 There are no additional background papers to this report.

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**10. Executive Member and Council appointed representatives' reports**

- 10.1 At each ordinary meeting of the Council, the Leader of the Council, the Deputy Leader of the Council and the Cabinet Secretary (Senior Executive Member) shall present a report to the Council. These reports will cover corporate, policy and strategic issues in their areas of responsibility.
- 10.2 On a twice a year basis, at an ordinary meeting of Council, consideration will be given to a report from the Council appointed representatives from the Combined Fire Authority. On an annual basis, the Chairman of the Council's Audit Committee will also present a report to Council on the work of that Committee.
- 10.3 Each Senior Executive Member, a nominated Fire Authority representative and the Chairman of Audit Committee will have a maximum of three minutes to present their report to the Council. The Mayor (or other person presiding) will then ask for questions and comments on each report. A period of not more than 25 minutes shall be allowed for oral questions or comments from members (including those from other Cabinet Members) on each report, at the expiry of which the persons set out above, shall be given a period of not more than 25 minutes to answer. The Senior Executive Members may also request additional information from the Cabinet Members within their areas of responsibility or for Cabinet Members to respond on their behalf within the ten minute period.
- 10.4 With regard to the Senior Executive Member reports, questions and comments should relate to any corporate, policy or strategic issue within their portfolio. Questions of a technical or purely operational nature may be disallowed by the Mayor, or the Senior Executive Member to whom such a question is directed may decline to answer or state that a written answer will be provided.
- 10.5 In deciding whether a question is technical or operational in nature, as opposed to a matter of general policy, the Mayor and members shall have regard to any guidance issued by the Monitoring Officer.
- 10.6 In connection with the Combined Fire Authority representative or the Chairman of the Audit Committee, questions will be permitted on any area of their reports or of their responsibility.
- 10.7 Should a member have a disclosable pecuniary interest or a prejudicial interest in a question or comment raised by another member during the course of the debate, then in accordance with Procedural Standing Order 21, they shall leave the room whilst any discussion takes place. Whilst they are out of the room, either the Senior Executive Member, nominated Fire Authority representative or the Chairman of Audit Committee (as appropriate) shall respond to that question/ comment immediately and the time taken deducted from the overall 25 minutes allocated to answer, as referred to in Procedural Standing Order 10.3 above. After this has taken place and the member with the interest has returned to their seat then the questions and comments shall continue in accordance with Procedural Standing Order 10.3.

The Senior Executive Member, nominated Fire Authority representative or the Chairman of Audit Committee (as appropriate) shall then respond to all other questions with the remaining time left.

- 10.8 No supplementary questions/ comments shall be permitted after the response has been given.
- 10.9 In the absence of a Senior Executive Member, the Leader of the Council will appoint another Executive Member to deliver the report and respond to questions/ comments.
- 10.10 A response may be given as set out in Procedural Standing Order 11.3.

<b>Report to:</b>	<b>COUNCIL</b>
<b>Relevant Officer:</b>	Mark Towers, Director of Governance and Partnerships
<b>Relevant Cabinet Member:</b>	Councillor Blackburn, Leader of the Council
<b>Date of Meeting:</b>	14 May 2018

## PROGRAMME OF MEETINGS 2018/ 2019

### 1.0 Purpose of the report:

1.1 The Council will be asked to consider for approval a programme of meetings for 2018/ 2019 and to note provisional meeting dates from May to December 2019.

### 2.0 Recommendation(s):

2.1 To approve the calendar of meetings for 2018/ 2019 and the start times of meetings as attached at Appendix 13(a).

### 3.0 Reasons for recommendation(s):

3.1 To have in place scheduled meeting dates to enable the Council's committees to transact their business during the municipal year.

3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.2b Is the recommendation in accordance with the Council's approved budget? Yes

3.3 Other alternative options to be considered:

To not schedule meeting dates although this will not allow Council and its committees to plan their business and meeting dates for the municipal year ahead.

### 4.0 Council priority:

4.1 The appointment of Council committees will help the Council achieve all its priorities.

**5.0 Background information**

5.1 The Constitution states that at the Annual meeting of the Council, a programme of ordinary meetings of the Council shall be determined. In agenda item 11, there is a range of committees due to be considered, should these committees be appointed then the calendar put forward is reflective of those proposals. Although a similar cycle as before is proposed for committees, it should be noted that as it is a local 'election year' there is a reduced number of meetings in the pre-election period which starts on Tuesday 12 March 2019 until the day of the election on Thursday 2 May 2019.

5.2 It is for the Leader of the Council to schedule Executive meetings, but proposed dates have been listed in the programme at Appendix 13(a), for completeness. It will also be for the Licensing Committee to formalise the schedule of Public Protection Sub-Committee meetings.

5.3 A proposed programme of meetings is set out at Appendix 13(a) with the start times for all committees are listed at the end of the Appendix.

5.4 Meeting dates for the joint Economic Prosperity Board have not been added at this stage as these will be confirmed and added at a later date.

Does the information submitted include any exempt information?

No

**List of Appendices:**

Appendix 13 (a) - Calendar of Meetings 2018/ 2019

**6.0 Legal considerations:**

6.1 The Council's Constitution provides for the Annual meeting to formulate a schedule of Council and Committee meetings for the forthcoming municipal year.

**7.0 Human Resources considerations:**

7.1 There are no human resources considerations.

**8.0 Equalities considerations:**

8.1 There are no equalities considerations.

**9.0 Financial considerations:**

9.1 There are no additional financial considerations.



**10.0 Risk management considerations:**

10.1 Failure to put in place a schedule of meetings will put at risk the ability for the Council to transact its business efficiently.

**11.0 Ethical considerations:**

11.1 There are no ethical considerations.

**12.0 Internal/external consultation undertaken:**

12.1 No further consultation has taken place with this item as the schedule of meetings is in accordance with previous practice.

**13.0 Background papers:**

13.1 There are no additional background papers to this report.

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## Draft Calendar of meetings – May to October 2018

	Monday	Tuesday	Wednesday	Thursday	Friday
May	14 Annual Council	15	16	17 Shareholder's Advisory Board (BECL)	18
	21 Appeals Executive	22 Planning	23 Licensing	24	25
May/June	28 Spring Bank holiday	29	30	31	1
June	4	5 Public Protection Sub	6 Tourism, Economy and Resources Scrutiny	7 Resilient Communities and Children's Scrutiny	8
	11	12 Standards	13	14	15
	18 Executive	19 Planning	20 Health and Wellbeing Board	21 Audit	22
	25	26	27 Council	28	29
July	2	3 Public Protection Sub	4	5	6
	9	10	11 Adults Social Care and Health Scrutiny	12	13
	16 Appeals Executive	17 Planning	18	19	20
	23	24 Shareholder's Advisory Board (BOC)	25	26	27
July/Aug	30 Audit	31 Public Protection Sub	1	2	3
Aug	6	7	8	9	10
	13	14 Planning	15	16	17
	20	21	22	23	24
Aug	27 Summer Bank holiday	28	29	30	31
Sept	3	4 Public Protection Sub	5	6 Audit	7
	10 Executive	11	12 Tourism, Economy and Resources Scrutiny	13 Resilient Communities and Children's Scrutiny	14
	17	18 Shareholder's Advisory Board (BCH/BHC) Planning	19 Council	20	21
	24 Appeals	25	26	27	28
Oct	1	2 Licensing Public Protection Sub	3	4	5
	8 Executive	9 Shareholder's Advisory Board (BTS, SGAO)	10 Health and Wellbeing Board Adults Social Care and Health Scrutiny	11	12
	15	16 Planning	17	18	19
	22	23	24	25	26
Oct/Nov	29	30	31	1	2
	Monday	Tuesday	Wednesday	Thursday	Friday

## Calendar of meetings – November to December 2018

	Monday	Tuesday	Wednesday	Thursday	Friday
Nov	5 Executive	6 Shareholder's Advisory Board (BECL/BOC) Public Protection Sub	7	8 Audit	9
	12	13 Planning	14 Tourism, Economy and Resources Scrutiny	15 Resilient Communities and Children's Scrutiny	16
	19	20	21 Council	22	23
Nov/ Dec	26 Appeals	27 Standards	28 Adults Social Care and Health Scrutiny	29	30
Dec	3	4 Licensing Public Protection Sub	5 Health and Wellbeing Board	6	7
	10 Executive	11 Planning	12	13	14
	17	18	19	20	21
	24	25 Christmas Day	26 Boxing Day	27	28
	Monday	Tuesday	Wednesday	Thursday	Friday

## Calendar of meetings – January to May 2019

	Monday	Tuesday	Wednesday	Thursday	Friday
Jan		1 New Year's Day	2	3	4
	7	8	9	10	11
	14	15 Public Protection Sub	16 Planning	17 Audit	18
	21 Appeals Executive	22 Shareholder's Advisory Board (BCH/BHC)	23 Tourism, Economy and Resources Scrutiny	24	25
Jan/ Feb	28	29	30 Council	31	1
Feb	4 Executive (Budget)	5 Planning	6 Health and Wellbeing Board	7 Resilient Communities and Children's Scrutiny	8
	11	12 Shareholder's Advisory Board (BTS/SGAO) Public Protection Sub	13 Adults Social Care and Health Scrutiny	14	15
	18	19	20	21	22
Feb/Mar	25 Executive (Budget)	26	27 Budget Council	28	1
Mar	4	5 Shareholder's Advisory Board (BECL/BOC) Planning	6	7 Audit	8
	11 Appeals	12 Notice of Election	13	14	15
	18	19	20	21	22
	25	26 Public Protection Sub	27	28	29
Apr	1	2 Planning	3	4	5
	8	9	10	11	12
	15	16	17	18	19 Good Friday
	22 Easter Monday	23 Public Protection Sub	24	25	26
Apr/ May	29	30 Planning	1	2 POLLING DAY – LOCAL ELECTIONS	3
May	6 Early May Bank Holiday	7	8	9	10
	13	14	15	16	17
	20	21	22 Annual Council	23	24
	27 Spring Bank Holiday	28	29	30	31
	Monday	Tuesday	Wednesday	Thursday	Friday

## Provisional calendar of meetings – June to December 2019

This may be subject to change as the calendar will be considered at the Annual Council meeting in 2019

	Monday	Tuesday	Wednesday	Thursday	Friday
June	3 Licensing	4 Planning	5	6	7
	10 Appeals Executive	11	12 Public Protection Sub	13 Audit	14
	17	18	19 Tourism, Economy and Resources Scrutiny	20 Resilient Communities and Children's Scrutiny	21
	24	25	26 Council	27	28
Jul	1	2 Shareholder's Advisory Board Planning	3 Adults Social Care and Health Scrutiny	4	5
	8	9 Standards	10	11	12
	15 Executive	16	17	18	19
	22 Appeals	23 Public Protection Sub	24	25	26
Jul/ Aug	29	30 Audit	31 Planning	1	2
Aug	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26 August Bank Holiday	27	28	29	30
Sept	2	3 Planning	4	5	6
	9	10 Public Protection Sub	11	12 Audit	13
	16 Appeals Executive	17 Shareholder's Advisory Board (BCH/BHC)	18 Council	19	20
	23	24	25 Tourism, Economy and Resources Scrutiny	26 Resilient Communities and Children's Scrutiny	27
Sept/ Oct	30	1 Planning	2 Adults Social Care and Health Scrutiny	3	4
Oct	7	8 Shareholder's Advisory Board (BTS/SGAO)	9	10	11
	14 Executive	15 Public Protection Sub	16	17	18
	21	22	23	24	25
Oct/ Nov	28	29	30	31	1
	Monday	Tuesday	Wednesday	Thursday	Friday

	Monday	Tuesday	Wednesday	Thursday	Friday
Nov	4 Appeals	5 Shareholder's Advisory Board (BECL/BOC) Planning	6	7	8
	11 Executive	12 Public Protection Sub	13	14 Audit	15
	18 Appeals	19 Standards	20 Tourism, Economy and Resources Scrutiny	21	22
	25	26	27 Council	28	29
Dec	2	3	4	5 Resilient Communities and Children's Scrutiny	6
	9 Executive	10 Planning	11 Adults Social Care and Health Scrutiny	12	13
	16	17 Public Protection Sub	18	19	20
	23	24	25 Christmas Day	26 Boxing Day	27
Dec/ Jan	30	31	1	2	3
	Monday	Tuesday	Wednesday	Thursday	Friday

### Timing of meetings

The following are day meetings due to the nature and length of their business:

- Appeals: start time 10.00am
- Annual Council: start time 2.00pm
- Health and Wellbeing Board: start time 3.00pm
- Shareholder's Advisory Board: start time 2.00pm

These are early evening meetings due to the nature of their business and/ or public involvement and all start at 6.00pm:

- Council
- Budget Council
- Executive
- Adults Social Care and Health Scrutiny
- Resilient Communities and Children's Scrutiny
- Tourism, Economy and Resources Scrutiny
- Audit
- Licensing
- Public Protection Sub
- Planning
- Standards

The Chief Officers Employment Committee would meet as and when required.

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