

North Tyneside Council

Report to Council

Date: 19 January 2023

Title: Timetable of Meetings 2023/24

Portfolio(s): Elected Mayor

Cabinet Member(s): Dame Norma Redfearn DBE

Report from Service
Area:

Law & Governance

Responsible Officer: Jon Ritchie, Director of Resources

Wards affected: All

PART 1

1.1 Executive Summary:

This report presents a draft programme of Council and committee meetings for the 2023/24 municipal year. It also requests the Council to determine which Council meetings during 2023/24 should be designated for the purposes of public question time.

1.2 Recommendation(s):

It is recommended that Council:

- (1) agree the programme of meetings for 2023/24, as set out in Appendix A to this report; and
- (2) agree that the meetings of the full Council proposed for 20 July 2023, 23 November 2023 and 18 January 2024 be those at which questions will be taken from members of the public.

1.3 Forward Plan:

This report first appeared on the Forward Plan that was published on 9 December 2022.

1.4 Council Plan and Policy Framework

This report has no direct relevance to any priorities identified in the Our North Tyneside Plan.

1.5 Information:

- 1.5.1 The Council is requested to consider a programme of meetings for the Council and its committees for the 2023/24 municipal year, attached as Appendix A to this report. The

Authority's Constitution states that where possible the Council will set a programme of ordinary meetings of its committees and sub-committees for each year ahead. The timetable of meetings is normally agreed each year at the January Council meeting to allow Members and officers to plan ahead.

There is a proposal to review the timing of the Planning Committee in association with political group leaders and the relevant Directors, to ensure that the timing of Planning Committee meetings is optimised. This will take into account the availability of Committee Members, relevant staff, planning applicants and other interested parties, as well as the nature and volume of business to be considered at each meeting. The dates for Planning Committee in the attached schedule should therefore be considered indicative at the current time, which will be confirmed on a meeting by meeting basis in the published agenda.

Council should give consideration the any effect on the principles of decision making (Part2 of this report) if the proposed change is agreed.

1.5.2 The draft programme provides for:

- a) A timetable of meetings of the Council, its overview and scrutiny, regulatory and other committees and sub-committees.
- b) Minimal number of meetings being scheduled in August, April and the later weeks in December and no meetings on key religious days.
- c) The commencement times of meetings based on those agreed for each committee and sub-committee for the 2022-23 Municipal Year.
- d) The provisional dates of Cabinet meetings are included in the timetable for information. These are determined by the Elected Mayor.
- e) A Member briefing in July, September, February and April.
- f) Member development including the provision of training for regulatory committees taking place between the Annual Council Meeting and the first meeting of these committees.

1.5.3 The Council is requested to specify those Council meetings during the year at which questions from members of the public will be taken. For Members' information, in the current municipal year, three meetings were specified for that purpose.

1.6 Decision options:

The following decision options are available for consideration by Council:

- (a) To agree the programme of meetings of the Council and its committees for the 2023/24 municipal year as set out in Appendix A.
- (b) To not agree the programme of meetings, in which case a further programme of meetings would be prepared and submitted to a future meeting of the Council for approval taking into account the reasons given by Council for not agreeing the programme.

1.7 Reasons for recommended option:

Option (a) is recommended for the following reasons:

To have in place scheduled meeting dates to enable the Authority's committees to transact their business during the Municipal Year and to enable Members and officers to plan ahead for individual committee work programmes.

1.8 Appendices:

Appendix A – Draft Programme of meetings of the Council and its committees for the 2023/24 municipal year.

1.9 Contact officers:

Paul Wheeler, Law & Governance Tel: (0191) 643 5318
Claire Emmerson, Head of Finance Tel: (0191) 643 8109

1.10 Background information:

The following background papers/information have been used in the compilation of this report and are available at the office of the author:

- (1) Report to Council on the Programme of Council meetings – 21 January 2021
- (2) The Authority's Constitution

PART 2 – COMPLIANCE WITH PRINCIPLES OF DECISION MAKING

2.1 Finance and other resources

The running costs associated with the committee meetings held in 2023/24 can be contained within current budgets.

2.2 Legal

In accordance with the Local Government Act 1972 (as amended), the Council is required to give public notice of meetings of the Council and its committees.

The Authority's Constitution requires a programme of ordinary meetings of the Council for the year to be approved by the Council. The Council has agreed that the timetable of meetings of the Council and its committees/sub committees should be agreed each year at the January Council meeting to allow Members and officers to plan ahead and to enable the decision-making processes to be complied with.

2.3 Consultation/community engagement

Consultation on the proposed timetable of meetings for 2023/24 has taken place with the Elected Mayor and Deputy Mayor, Group Leaders, Chief Executive, Heads of Service and officers within Democratic Services and Resources.

2.4 Human rights

There are no human rights implications arising from this report.

2.5 Equalities and diversity

There are no equalities and diversity implications arising from this report.

2.6 Risk management

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

2.7 Crime and disorder

There are no crime and disorder implications arising from this report.

2.8 Environment and sustainability

There are no environment and sustainability implications arising from this report.

PART 3 - SIGN OFF

- Chief Executive ☒
- Director(s) of Service ☒
- Mayor/Cabinet Member(s) ☒
- Chief Finance Officer ☒
- Monitoring Officer ☒
- Assistant Chief Executive ☒