

# North Tyneside Council

## Report to Council

### 21 January 2021

#### Title: Timetable of Meetings 2021/22

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<b>Portfolio(s):</b> Elected Mayor	<b>Cabinet Member(s):</b> Mrs Norma Redfearn
<b>Report from Service Area:</b>	<b>Law &amp; Governance</b>
<b>Responsible Officer:</b>	<b>Bryn Roberts, Head of Law and Governance (Tel: (0191) 6435339)</b>
<b>Wards affected:</b>	<b>All</b>

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#### **PART 1**

##### **1.1 Executive Summary:**

This report presents a draft programme of Council and committee meetings for the 2021/22 municipal year. It also requests the Council to determine which Council meetings during 2021/22 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 2021/22, as set out in Appendix A to this report; and
- (2) agree that the meetings of the full Council proposed for 22 July 2021, 25 November 2021 and 20 January 2022 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 11 December 2020.

##### **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 2021/22 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.
- 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 2020-21 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 September, November, January and March.
  - 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.
- 1.5.4 It is anticipated that in the light of the ongoing coronavirus pandemic meetings will continue to be held virtually until further notice.

## **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 2021/22 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 2021/22 municipal year.

## **1.9 Contact officers:**

Dave Brown, Senior Manager: Democratic and Electoral Services (0191) 643 5358  
Claire Emmerson, Senior Manager Financial Strategy and Planning 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 – 16 January 2020
- (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 2021/22 can be contained within current budgets.

As a number of committee and sub-committee meetings commence at 6:00pm there are implications in terms of work-life balance for those officers who are frequently required to attend and support evening meetings.

### **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 2021/22 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
- Head(s) of Service
- Mayor/Cabinet Member(s)
- Chief Finance Officer
- Monitoring Officer
- Head of Corporate Strategy and Customer Service