

# ANNUAL MEETING OF THE COUNCIL

28 MAY 2019

## REFERENCE FROM CABINET

### A.4 PROGRAMME OF MEETINGS: 2019/2020 MUNICIPAL YEAR

(Report prepared by Ian Ford)

#### PART 1 – KEY INFORMATION

##### **PURPOSE OF THE REPORT**

To enable Council to give consideration to the programme of meetings for the 2019/2020 municipal year.

##### **EXECUTIVE SUMMARY**

This report will enable Council to, as required by the Constitution, agree a programme of meetings for the 2019/2020 Municipal Year.

##### **RECOMMENDATION(S)**

- (a) That the programme of meetings for the Council and Committees, as set out in the Appendix to this report, be approved; and**
- (b) That the proposed dates for All Member Briefings and Planning Training for Members be noted.**

#### PART 2 – SUPPORTING INFORMATION

##### **BACKGROUND**

Further to minute 132 of the meeting of the Cabinet held on 8 March 2019 a draft programme of meetings is set out as an Appendix to this report. At that meeting Cabinet decided that :-

*“(a) the programme of meetings for the Council and Committees, as set out in the Appendix to item A.3 of the Report of the Resources and Corporate Resources Portfolio Holder, be approved, in principle, and be submitted to the Annual Meeting of the Council on 21 May 2019 for formal approval;*

*(b) the dates for the meetings of the Resources and Services Overview and Scrutiny Committee in December 2019 and January 2020, where the budget is considered, be reviewed with any proposed amendments to be submitted to the Annual Meeting of the Council on 21 May 2019; and*

*(c) the proposed dates for All Member Briefings and Members’ training on planning matters be noted.”*

Further to resolution (b) the date of the Resources and Services Overview and Scrutiny Committee in January 2020 has been changed from Monday 6 January 2020 to Wednesday 8 January 2020.

The meetings of the Full Council, the Audit Committee, the Community Leadership Overview and Scrutiny Committee, the Human Resources and Council Tax Committee, the Licensing and Registration Committee and the Resources and Services Overview and Scrutiny Committee will normally commence at 7.30 p.m.

Meetings of the Planning Committee and the Planning Policy and Local Plan Committee will normally commence at 6.00 p.m.

Meetings of the Standards Committee will normally commence at 10.00 a.m.

Meetings of the Full Council will usually be held in the Princes Theatre, at the Town Hall, Clacton-on-Sea. Meetings of the above-mentioned Committees will usually be held in the Council Chamber at the Council Offices, Weeley (though please refer to the section on the Council Offices, Weeley included below).

Cabinet meetings are fixed by the Leader of the Council in accordance with Article 7.08 Cabinet Procedures Rule sub-section 1.1 of the Council's Constitution and therefore the scheduling et cetera may change. The public meetings of the Cabinet listed are scheduled to commence at 10.30 a.m. in the Essex Hall, at the Town Hall, Clacton-on-Sea.

The programme does not show meetings of the Sub-Committees, which are arranged either at meetings of the relevant Sub-Committee or from time to time when required.

A new feature this year is the inclusion of dates for All Member Briefings in order to assist Members in keeping their diaries up-to-date. Dates for Planning Training for Members are also included.

#### Changes to the Programme of Meetings since it was agreed at Cabinet on 8 March 2019 due to circumstance

Members will note that the date of the Planning Training for Members originally agreed at Cabinet on 8 March 2019 for Tuesday 28 May 2019 has been moved to Thursday 30 May 2019. This change resulted as a consequence of the Chairman of the Council's decision to move the Annual Meeting of the Council from 21 May to 28 May 2019 which in turn was a consequence of the postponement (due to the death of a candidate) of the election of Councillors for the St Osyth Ward from 2 May 2019 to 23 May 2019.

There were a number of 'knock-on' consequences from the above including:-

- (1) the Community Leadership Overview and Scrutiny Committee has moved from 3 June to 1 July 2019;
- (2) the Planning Committee has moved from 4 June 2019 to 11 June 2019;
- (3) the Resources and Services Overview and Scrutiny Committee has moved from 10 June to 24 June 2019; and
- (4) the Members' Induction Day was moved from 9 May to 10 June 2019.

A number of further changes or additions to the programme have been incorporated as follows:-

- (a) on 5 June 2019 in the afternoon training on chairing meetings will be provided by an external trainer to the Chairman and Vice-Chairman of the Council and the Chairmen and Vice-Chairmen of Committees;

- (b) in the evening of 5 June 2019 that external trainer will provide training on the overview and scrutiny functions of the Council to all Members but with particular emphasis on members of the Overview and Scrutiny Committees;
- (c) the meeting of the Human Resources and Council Tax Committee due to have been held on 3 July 2019 has been removed from the programme as there will be no business to transact at that meeting;
- (d) the meeting of the Standards Committee due to have been held on 31 July has been brought forward to 3 July 2019 at the request of the Monitoring Officer and in order to correct an error in the previous programme submitted to Cabinet;
- (e) the meeting of the Audit Committee due to have been held on 25 July has been brought forward to 24 July as the Council's External Auditor was not available on that original date;
- (f) the meeting of the full Council due to have been held on 6 August 2019 in order to enable Members to authorise a public consultation on updated evidence for the Local Plan will need to be rescheduled; and
- (g) the meeting of the Standards Committee due to have been held on 8 July 2020 has been changed to 29 July 2020 at the request of the Monitoring Officer and in order to correct an error in the previous programme submitted to Cabinet.

#### Closure of the Council Offices at Thorpe Road, Weeley

Council will be aware that, as part of the "Transforming Tendring" project, the Council Offices at Weeley will be closed and the site disposed of, with the departments currently based at Weeley being moved to Clacton-on-Sea. This will obviously mean that the current Council Chamber at Weeley would then no longer be available for Committee etc. meetings.

In preparation for this disposal a phased programme of office accommodation works is underway at the Town Hall, Clacton-on-Sea. Included within these works is the provision of a new Council Chamber within the Town Hall in Clacton and it is currently anticipated that the new Council Chamber will be operationally available from Autumn 2019. At that time a graduated transition of Committee etc. meetings from Weeley to Clacton will take place.

#### **BACKGROUND PAPERS FOR THE DECISION**

None.

#### **APPENDICES**

Programme of Meetings for the 2019/2020 Municipal Year.