

Report to Council
23 June 2020
Report of Director of resources
Subject Schedule of Committee Meetings

Item

12

Purpose

To consider a schedule of meetings for council, cabinet, audit and scrutiny committee meetings.

Recommendation

To approve a schedule of meetings for council, cabinet, audit and scrutiny committees.

Corporate and service priorities

The report helps to meet the corporate priority of a healthy organisation

Financial implications

None

Ward/s: All Wards

Cabinet member: Councillor Kendrick - Resources

Contact officers

Stuart Guthrie, Democratic and elections manager 01603 212055

Anton Bull, Director of resources 01603 212326

Background documents

None

Report

1. The global pandemic of Covid-19 has meant that the council has had to think carefully about the schedule of committee meetings at this time.
2. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 allows for committee meetings to be held remotely and at a time and date decided by the council. In the absence of an Annual General Meeting in May 2020, the director of resources has used delegated authority in Appendix 8 of the constitution (all of the functions of the council in relation to member services and the democratic process of the council) to schedule any necessary meetings required so far.
3. It is now suggested that council agrees the schedule of meetings for council, cabinet, audit and scrutiny committees, as attached as appendix A, with the caveat that this will be under constant review in light of Government advice.
4. Members are reminded that the “6 month rule” is still in place and this schedule gives all members opportunities to attend committee meetings.
5. Due to the evolving situation of the pandemic, the schedule of meetings will be reviewed in the autumn and a similar report will be taken to council on 22 September. All other non-regulatory meetings and working parties will also be reviewed. As with previous years there will be no meetings scheduled in August other than a regulatory subcommittee if needed and a planning applications committee if needed.
6. The Annual General Meeting of council due to be held in May this year was cancelled and it is anticipated that an AGM will be held later in the year.
7. Please note that the start times in the appended table relate to virtual meetings and may be changed if meetings can be held in person.

Planning applications committee

8. The planning applications committee will meet on Thursday 9 July 2020 to determine whether to continue with the temporary scheme of delegations put in place on 23 April 2020 should remain in place. Meetings after this date will be dependent on the resolutions of the committee and will be programmed accordingly by the director of resources.

Audit committee

9. The national deadlines for the submission of accounts has been changed to August with these being approved by the end of November. This means that meetings of the audit committee should be held in July and November.

Licensing committee, licensing subcommittee and regulatory subcommittee

10. Three days in September have been identified to hold a series of licensing subcommittees and regulatory sub committees if needed.
11. A need was identified for a regulatory subcommittee meeting as an application was received for a new private hire driver's licence. To ensure the applicant was not adversely affected, a remote regulatory subcommittee was arranged to hear this application on Monday 8 June.
12. Where needed, licensing subcommittee meetings and regulatory subcommittee meetings will be held.

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with the completion of the assessment can be found [here](#). Delete this row after completion

Report author to complete

Committee:	Council
Committee date:	23 June 2020
Director / Head of service	Anton Bull
Report subject:	Committee meetings
Date assessed:	14 June 2020

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment

Positive

Negative

Neutral

Issues

APPENDIX A

Committee	Day of meeting	Time	2020								2021				
			May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Council	Tue	Proposed 18:00 start		23	21	-	22	-	24	-	26	23	16	-	
Cabinet	Wed	16:30	-	10	8	-	9	14	11	9	13	10	10	-	-
Scrutiny	Thu	16:30		10 ¹	16	-	17	15	19	17	21	4 ⁱ	18	-	-
Audit	Tue	16:30 July meeting at 15:00	-		14	-	-		24 ²	-	12	-	9	-	-

Please note that the start times in the table above relate to virtual meetings and may be changed if meetings can be held in person.

¹ Scrutiny meeting to consider Covid-19 report prior to cabinet

² Note same day as council, however meeting date nearest to publication date of audited accounts 30 November 2020

ⁱ Budget meeting of scrutiny committee.