

<b>ADULTS AND COMMUNITIES SCRUTINY COMMITTEE</b>	<b>AGENDA ITEM No. 8.</b>
<b>6 NOVEMBER 2019</b>	<b>PUBLIC REPORT</b>

Report of:	Fiona McMillan, Director of Law and Governance and Monitoring Officer	
Cabinet Member(s) responsible:	Councillor Mohammed Farooq, Cabinet Member for Digital Services and Transformation	
Contact Officer(s):	David Beauchamp, Democratic Services Officer	Tel. 01733 384628

**ADULTS AND COMMUNITIES SCRUTINY COMMITTEE MEETING START TIME 2020-2021**

<b>R E C O M M E N D A T I O N S</b>	
<b>FROM:</b> Fiona McMillan, Director of Law and Governance and Monitoring Officer	<b>Deadline date:</b> N/A
It is recommended that the Adults and Communities Scrutiny Committee agree the start time for all Adults and Communities Scrutiny Committee meetings for the Municipal Year 2020-21.	

**1. ORIGIN OF REPORT**

1.1 This report is submitted to the Adults and Communities Scrutiny Committee meeting following the Full Council decision on 24 July 2019 to allow Committees to decide their own start times for the Municipal Year 2020-21.

**2. PURPOSE AND REASON FOR REPORT**

2.1 The purpose of this report is to allow the Adults and Communities Scrutiny Committee to discuss and agree the start times for meetings from the beginning of the Municipal Year 2020-21. The draft schedule of meetings will be agreed at Full Council on either 22 January or 4 March 2020.

2.2 This report is for the Adults and Communities Scrutiny Committee to consider under Council Standing Order section 4.4.1

*The timings of normal committee meetings will be agreed by the committee for the next municipal year in January of the preceding municipal year (or as near to this time as possible).*

**3. TIMESCALES**

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>	If yes, date for Cabinet meeting	
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**4. BACKGROUND AND KEY ISSUES**

4.1 At the Constitution and Ethics Committee on 8 July 2019 the Committee agreed by majority to recommend to Council that all Committees can agree their start times for the Municipal Year 2020-21. This was again agreed by majority at the Full Council meeting on 24 July 2019.

- 4.2 The Council standing orders have been updated to reflect this decision and gives Committees the opportunity to decide their own start time.
- 4.3 In order for the start times to be incorporated into the draft meeting schedule it is important for the Committee to make a decision on this before the January 2020 Full Council meeting.
- 4.4 Council standing orders allow the Committee to agree its start time every Municipal Year, thereby allowing the Committee to change the start times if it is felt that the start time was not suitable.
- 4.5 The Committee will need to decide the best start time and will need to weigh up attendance at meetings and the impact on the Council and members of the public.
- 4.6 The Committee start time in recent years has been 7pm.

**5. CONSULTATION**

- 5.1 Consultation has already taken place with the Constitution and Ethics Committee and all Councillors at Full Council.

**6. ANTICIPATED OUTCOMES OR IMPACT**

- 6.1 It is anticipated that the Committee will agree a start time for meetings for the Municipal Year 2020-21 and this will be proposed as part of the draft meeting schedule.

**7. REASON FOR THE RECOMMENDATION**

- 7.1 The recommendation allows the Adults and Communities Scrutiny Committee to debate the start time of the meeting and make recommendations following debate.

**8. ALTERNATIVE OPTIONS CONSIDERED**

- 8.1 N/A

**9. IMPLICATIONS**

**Financial Implications**

- 9.1 There are no financial implications.

**Legal Implications**

- 9.2 There are no legal implications

**Equalities Implications**

- 9.3 There are no equalities implications

**10. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

- 10.1 Minutes of the Constitution and Ethics Committee 8 July 2019  
Report to Full Council 24 July 2019

**11. APPENDICES**

- 11.1 N/A