

<b>AUDIT COMMITTEE</b>	<b>AGENDA ITEM No. 7</b>
<b>18 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):	Dan Kalley, Senior Democratic Services Officer	Tel. 01733 296334

<b>AUDIT COMMITTEE MEETING START TIME 2020-2021</b>
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<b>RECOMMENDATIONS</b>	
<b>FROM:</b> <i>Fiona McMillan, Director of Law and Governance and Monitoring Officer</i>	<b>Deadline date:</b> <i>N/A</i>
It is recommended that the Audit Committee agree the start time for all Audit Committee meetings for the Municipal Year 2020-21.	

**1. ORIGIN OF REPORT**

1.1 This report is submitted to the Audit 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 Audit 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 Audit 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 Full Council meeting. This is the

only opportunity for the Committee to make this decision as the next meeting is after the January 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 or working.

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 has regularly met at 7pm throughout its existence. There are generally no members of the public present at the meetings.

## **5. CONSULTATION**

5.1 Consultation has already taken place with the Constitution and Ethics Committee who made the recommendation 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 Audit 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 There are none.