

<b>AIUDIT COMMITTEE</b>	<b>AGENDA ITEM No. 9</b>
<b>28 NOVEMBER 2022</b>	<b>PUBLIC REPORT</b>

Report of:	Rochelle Tapping, Director of Legal and Governance (Monitoring Officer)	
Contact Officer(s):	Dan Kalley, Senior Democratic Services Officer	Tel. 296334

**AUDIT COMMITTEE START TIME 2022/23**

RECOMMENDATIONS	
<b>FROM:</b> <i>Director of Legal and Governance</i>	<b>Deadline date:</b> <b>January 2023</b>
<p>It is recommended that the Audit Committee:</p> <p>1. Agree and recommend to Council the start time for all Audit Committee meetings for the Municipal Year 2023-24.</p>	

**1. ORIGIN OF REPORT**

1.1 This report is submitted to the Audit Committee 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 time for meetings from the beginning of the Municipal Year 2023-24. The draft schedule of meetings will be agreed at Full Council on 25 January 2023.

2.2 This report is for the Audit Committee to consider under Part 4 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 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 previously met at 5pm in 2019/20. 2020/21 and 2021/22. For the municipal year 2022/23 all meetings of the committee changed to a 6pm start.

## **5. CONSULTATION**

- 5.1 Consultation on the start times for the committee is being presented to members at this meeting along with any suggestions with regards to meeting frequency. Any recommendations will be presented to Full Council as part of the meeting schedule report.

## **6. CORPORATE PRIORITIES**

- 6.1 The report impacts the Sustainable Future City Council arm of the Corporate Priorities outlined below:

1. Sustainable Future City Council
  - How we Work
  - How we Serve
  - How we Enable

This impact needs to be taken into account in order for the committee to be able to meet at the appropriate time to conduct business on behalf of the Council.

## **7. ANTICIPATED OUTCOMES OR IMPACT**

- 7.1 It is anticipated that the Committee will agree a start time for meetings for the Municipal Year 2023-24 and this will be proposed as part of the draft meeting schedule.

## **8. REASON FOR THE RECOMMENDATION**

- 8.1 The recommendation allows the Audit Committee to debate the start time of the meeting and make recommendations following debate.

## **9. ALTERNATIVE OPTIONS CONSIDERED**

- 9.1 N/A

## **10. IMPLICATIONS**

### **Financial Implications**

- 10.1 There are none.

### **Legal Implications**

10.2 There are none.

**Equalities Implications**

10.3 There are none.

**11. BACKGROUND DOCUMENTS**

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

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

**12. APPENDICES**

12.1 None.

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