

North Devon Council

Report to: COUNCIL

Report Date: 12 January 2022

Topic: Proposed committee timetable for 2022/2023

Report by: Senior Corporate and Community Services Officer

1. INTRODUCTION

1.1 The report outlines the basic principles for timetabling standing Council, and Committee meetings and recommends a proposed timetable for the year 2022/2023.

2. RECOMMENDATIONS

2.1 That Council adopt the timetable of Council and Committee meetings for 2022/2023 as detailed in Appendix A.

3. REASONS FOR RECOMMENDATIONS

3.1 To ensure that the Council has a timetable of Committee meetings for 2022/2023.

4. REPORT

4.1 The proposed Committee timetable for 2022/2023 (appendix A) has been based on the following principles:

- **Council** (scheduled on Wednesdays to commence at 6.30 pm).
Council meets 7 times a year;
 - July 2022
 - September 2022 (NOTE: The Statement of Accounts need to be approved and published by 30 September 2022)
 - November 2022
 - January 2023 (to set the Council Tax Base)
 - February 2023 (to set the Council Tax. DCC Budget setting meeting is scheduled to be held on 16 February 2023)
 - March 2023 (This is the last ordinary meeting of Council prior to the purdah period commencing for the District Council Elections on 4 May 2023)

- May 2023 (Annual Council) (Following the District Council Election on 4 May 2023 i.e. 8th day after the retirement and newly elected Councillors come into office on 8 May 2023)
- **Strategy and Resources Committee** has been scheduled on a monthly cycle on the first Monday at 10.00 am except:
 - May 2022 and January 2023 where the committee date is the second Monday as the first Monday is a Bank Holiday
 - August 2023 where a reserved date has been scheduled.
- **Licensing and Community Safety Committee** has been scheduled monthly on Tuesdays at alternating times of 10.00 am and 6.30 pm (except August).
- **Planning Committee** has been scheduled monthly on the second Wednesday at 10.00 am (except September where this clashes with the Barnstaple Fair opening ceremony).
- **Policy Development Committee** has been scheduled on Thursdays at alternating times of 10.00 am and 6.30 pm (every month except August and October).
- **Harbour Board** will be scheduled quarterly on a Tuesday at 2 pm (May, August, November and February).
- **Governance Committee** has been scheduled on Tuesdays at 6.30 pm (June, September, November, January and March). The meeting of the Committee in June will consider the draft statement of accounts for 2021/22 and the draft Annual Governance Statement. The meeting of the Committee in September will consider the External Auditors audit findings report on the 2021/22 Financial Statements. (NOTE: The meeting scheduled in September 2022 has been scheduled on Monday 26 September 2022 due to the requirement for the recommendations from the Committee to be presented to Council on 28 September 2022).
- **North Devon Crematorium Joint Committee** will be scheduled on Fridays at 2.30 pm (June, August, November and February) (as agreed by the meeting of the North Devon Crematorium Joint Committee on 5 November 2021)
- **Building Control Joint Services Committee** will be scheduled on the second Thursday of the month at 9:30 am (May, July, November and February) (except July where it is scheduled on the first Thursday of the month to avoid a clash of meetings)
- **Joint Local Plan Committee** the first meeting of this new committee will be held on Friday 28 January 2022, at which future dates of meetings for 2022 to 2023 will be considered

In preparing the draft timetable both Devon County Council and Exmoor National Park Authority schedule of meetings have been consulted to avoid clashes of meetings where possible.

5. RESOURCE IMPLICATIONS

- 5.1 The cost of printing a diary for Members will be approximately £200 and is contained within existing budgets. The Corporate and Community Services Team have consulted with members to establish requirements for a printed diary or other electronic means i.e. use of an electronic calendar.

The production of the diary can be accommodated within existing staff resources.

6. EQUALITIES ASSESSMENT

- 6.1 There are no equalities implications anticipated as a result of this report. Council meetings are held at venues that are accessible where possible.

7. CONSTITUTIONAL CONTEXT

7.1. Article of Part 3 Annexe 1 paragraph: Article 4, Paragraph 4.5.15

7.2. Referred or delegated power?: Delegated

8. STATEMENT OF CONFIDENTIALITY

8.1. This report contains no confidential information or exempt information under the provisions of Schedule 12A of 1972 Act.

9. BACKGROUND PAPERS

9.1. The following background papers were used in the preparation of this report: DCC Schedule of meetings, Exmoor National Park Authority schedule of meetings, schedule of Bank Holidays and DCC academic timetables. (The background papers are available for inspection and kept by the author of the report).

10. STATEMENT OF INTERNAL ADVICE

10.1 The author (below) confirms that advice has been taken from all appropriate Councillors and Officers.

Leader: Councillor Worden

Author: Beverley Triggs

Date: 6 December 2021

Reference: committee timetable report 2022/23