



North Devon Council

Report Date: Wednesday, 17 January 2024

Topic: Proposed Committee Timetable for 2024/2025

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 2024/2025.

2. RECOMMENDATION(S)

2.1. That Council adopt the timetable of Council and Committee meetings for 2024/2025 (as detailed in Appendix A).

3. REASON(S) FOR RECOMMENDATION(S)

3.1. To ensure that the Council has a timetable of Committee meetings for 2024/2025.

4. REPORT

4.1. The proposed Committee timetable for 2024/2025 (as detailed at Appendix A) has been based on the following principles:

4.2. **Council** (scheduled on Wednesdays to commence at 6:30 pm). Council meets seven times a year:

- July 2024
- September 2024 (NOTE: The Statement of Accounts need to be approved and published by 30 September 2024)
- November 2024
- January 2025 (to set the Council Tax Base)
- February 2025 (to set the Council Tax, DCC Budget setting meeting is scheduled to be held on 20 February 2025)
- April 2025 (ordinary and Annual Council)
- **Strategy and Resources Committee** has been scheduled on a monthly cycle on the first Monday at 10:00 am except:
 - April where the committee date is the second Monday due to the first being Easter Monday.
 - May where the committee date is the second Monday due to the first being a bank holiday.
 - August where a reserved date has been scheduled.
- **Licensing and Community Safety Committee** has been scheduled monthly on Tuesdays at 10:30 am (none in August). The change of time has been proposed after consultation and agreement with the Chair and members of the Licensing and Community Safety Committee.

- **Planning Committee** has been scheduled monthly on the first Wednesday (after consultation with the current Planning committee members – 9 responses were received all of which were in agreement to this change) at 10:00 am with the exception of the following meetings which will be scheduled on the second Wednesday of the month:
 - October 2024 – as first Wednesday clashes with DCC North Devon Highways and Traffic Orders Committee
 - January 2025 – as first Wednesday is New Year's Day
- **Policy Development Committee** has been scheduled to be held monthly on Thursdays at 6:30 pm (except August).
- **Harbour Board** has been scheduled on a quarterly cycle on Tuesdays at 2:00 pm (May, August, November and February,).
- **Governance Committee** has been scheduled on Tuesdays at 6.30 pm (June, September, November, January and March,).
 - Except September where the meeting is scheduled to be held on Monday evening.
 - The meeting of the Committee in June will consider the draft Statement of Accounts for 2023/24 and the draft Annual Governance Statement.
 - The meeting of the Committee in September will consider the External Auditors audit findings report on the 2023/24 Financial Statements.
- **North Devon Crematorium Joint Committee** has been scheduled on Fridays at 2:30 pm (June, August, November and February).
- **Building Control Joint Services Committee** has been scheduled four weeks after the end of the financial quarter on a Thursday at 10:00 am (May, July, October and January).
- **Joint Planning Policy Committee** – has been scheduled on Friday's in June, September, December and March. (Please note Torridge District Council are now providing the committee admin support).

4.3 In preparing the draft timetable both the Devon County Council and Exmoor National Park Authority schedule of meetings have been consulted with to avoid clashes of meetings where possible. Chairs and Vice Chairs of Committees have also been consulted on the principles of scheduling dates of meetings. Members of the Planning Committee have been consulted on the proposed change in the scheduling of meetings from second week to the first Wednesday of the month.

5. RESOURCE IMPLICATIONS

5.1. The production of the Committee diary can be accommodated within existing staff resources in-house.



6. EQUALITIES ASSESSMENT

6.1. A completed Equality Impact Assessment form has been completed and can be seen upon request. No changes are proposed to the existing venues that are used for Council and committee meetings.

7. ENVIRONMENTAL ASSESSMENT

There are no environmental implications arising from your proposals please state that there are none.

7.1. CORPORATE PRIORITIES

What impact, positive or negative, does the subject of this report have on:

7.1.1. The commercialisation agenda: none

7.1.2. Improving customer focus: By making all meetings accessible where possible for attendees including providing the option to join meetings virtually for all meetings that are held at Brynsworthy Environment Centre and Petroc.

7.1.3. Regeneration or economic development: none

8. CONSTITUTIONAL CONTEXT

The decision in respect of the recommendations in this report can be made pursuant to Article 4.5.15 of the Constitution.

9. STATEMENT OF CONFIDENTIALITY

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

10. BACKGROUND PAPERS

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).

11. STATEMENT OF INTERNAL ADVICE

The author (below) confirms that advice has been taken from all appropriate Councillors and Officers: Chief Executive, Deputy Chief Executive, Head of Governance, Senior Solicitor and Monitoring Officer and Chairs and Vice Chairs of Committees.