



## North Devon Council

Report Date: Wednesday, 15 January 2025

Topic: Proposed Committee Timetable of meetings for 2025 to 2026

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 2025 to 2026.

### 2. RECOMMENDATIONS

2.1. That Council adopt the timetable of Council and Committee meetings for 2025 to 2026 (as detailed in Appendix A).

### 3. REASONS FOR RECOMMENDATIONS

3.1. To ensure that the Council has a timetable of committee meetings for 2025 to 2026.

### 4. REPORT

4.1. The proposed committee timetable for 2025 to 2026 (as detailed at Appendix A) has been based on the following principles:

4.1.1. **Council** (scheduled on Wednesdays to commence at 6.30pm).

Council meets seven times a year:

- July 2025
- September 2025 (to approve the Statement of Accounts)
- November 2025
- January 2026 (to set the Council Tax Base)
- February 2026 (to set the Council Tax, the Devon County Council Budget setting meeting is scheduled to be held on 19 February 2026)
- April 2026 (ordinary and Annual Council)

4.1.2. **Strategy and Resources Committee** has been scheduled on a monthly cycle on the first Monday at 10:00am except the following:

- May 2025 where the committee date is the second Monday due to the first Monday being the early Spring Bank Holiday.
- August 2025 where a reserved date has been scheduled.
- April 2026 where the committee date is the second Monday due to the first being Easter Monday.

4.1.3. **Licensing and Community Safety Committee** has been scheduled on a monthly cycle on the second Tuesday at 10:30am (none in August). Except the following:

- May and November 2025 and February 2026 where the meeting is scheduled on the first Tuesday to avoid a clash with the Harbour Board.
- 4.1.4. **Planning Committee** has been scheduled monthly on the first Wednesday at 10am.
- 4.1.5. **Policy Development Committee** has been scheduled to be held monthly on the second Thursday at 6:30pm (none in August) except May due to a clash with the Devon County show.
- 4.1.6. **Harbour Board** has been scheduled on a quarterly cycle on the second Tuesday at 2:00pm (May, August, November and February).
- 4.1.7. **Governance Committee** has been scheduled on the second Tuesday at 6:30pm (June, September, November, January and March).
  - Except the September meeting where the meeting is scheduled to be held on Monday evening.
  - Please note the meeting scheduled for June will consider the draft Statement of Accounts for 2024/25 and the draft Annual Governance Statement.
  - The meeting scheduled in September will consider the External Auditors audit findings report on the 2024 Financial Statements.
- 4.1.8. **North Devon Crematorium Joint Committee** has been scheduled on Fridays at 2:30pm (June, August, November and February).
- 4.1.9. **Building Control Joint Services Committee** has been scheduled to be held five weeks after the end of the financial quarter on a Thursday at 10:00am (May, July, October and January).
- 4.1.10. **Joint Planning Policy Committee** will be scheduled on a quarterly basis with dates to be agreed by the Joint Planning Policy Committee at its meeting on 14 March 2025. (Please note that Torridge District Council currently provide the admin support for this committee).
- 4.2. 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.

## 5. RESOURCE IMPLICATIONS

- 5.1. To production of a committee diary can be accommodated within existing staff resources in-house.
- 5.2. Members will be asked if they require a physical copy so there is no wastage.

## 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

7.1. There are no environmental implications arising from these proposals.

## 8. CORPORATE PRIORITIES

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

8.1.1. The commercialisation agenda: None

8.1.2. Improving customer focus and/or: 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.

8.1.3. Regeneration or economic development: None

## 9. CONSTITUTIONAL CONTEXT

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

## 10. STATEMENT OF CONFIDENTIALITY

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

## 11. BACKGROUND PAPERS

11.1. 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).

## 12. 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.