



Cabinet



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Report for:	Cabinet
Title of report:	Committee Timetable 2023/24
Date:	24 January 2023
Report on behalf of:	Councillor Graeme Elliot, Portfolio Holder for Corporate Services
Part:	I
If Part II, reason:	N/A
Appendices:	Draft Committee Timetable 2023/24
Background papers:	N/A
Glossary of acronyms and any other abbreviations used in this report:	DMC – Development Management Committee F&R OSC – Finance & Resources Overview and Scrutiny Committee SPAEC OSC – Strategic Planning & Environment Overview and Scrutiny Committee H&C OSC – Housing & Community Overview and Scrutiny Committee

Report Author / Responsible Officer

Mark Brookes, Assistant Director (Legal and Democratic Services)



Mark.brookes@dacorum.gov.uk / 01442 228236 (ext. 2236)

Corporate Priorities	The various meetings of the Council, Cabinet and Committees support the achievement of all the Council's Corporate Objectives; A clean, safe and enjoyable environment Building strong and vibrant communities Ensuring economic growth and prosperity Providing good quality affordable homes, in particular for those most in need
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	<p>Ensuring efficient, effective and modern service delivery</p> <p>Climate and ecological emergency</p>
Wards affected	All
Purpose of the report:	To seek approval of the committee meeting timetable for 2023/24.
Recommendation (s) to the decision maker (s):	That Cabinet recommends Council approve the Committee Timetable for 2023/24 as set out in Appendix A to this report.
Period for post policy/project review:	N/A

1 Introduction:

- 1.1 Each year a calendar of committee meetings running May to May is agreed and published, allowing forward planning for key statutory and decision-making functions. Once agreed, room bookings are secured and calendar invites circulated to elected Members and the Strategic Leadership Team to act as diary placeholders.
- 1.2 The timetable includes dates for the regular cycle of meetings for Council, the Cabinet, the Overview and Scrutiny Committees and the regulatory Committees such as Development Management, Standards and Licensing, as well as non-statutory committees such as Health and the Member Development Steering Group.
- 1.3 The timetable also sets out a number of Member Development training sessions. Owing to local elections taking place in May 2023, there is an increased number of training sessions scheduled in the 2023/24 cycle to enable the delivery of all mandatory training to newly elected Members.

2 Key Issues:

- 2.1 Attached at Appendix A is a draft timetable showing the proposed dates for the meetings of the Full Council, the Cabinet, the Overview and Scrutiny Committees and the regulatory Committees for the municipal year 2023/24.
- 2.2 Appeals have not been scheduled on the timetable. Whilst in previous years these have been scheduled as provisional dates and slotted in on Mondays, due to the small number of Appeals that happen throughout the year, these are now arranged by the Democratic Support Team when required, and subject to officer and member availability, giving greater flexibility as to when most suitable for them to take place.
- 2.3 The three main Overview and Scrutiny Committees have been scheduled, with seven meetings in the year plus the two Joint Budget meetings which involve all three Scrutiny Committees. In addition, a number of "Call-in Contingency" dates have been set aside for call-ins arising from any of the Committees.
- 2.4 Monday evenings are mostly left free to enable those Members who are also Parish or Town Councillors to attend Town or Parish Council meetings, which are traditionally held on Mondays.
- 2.5 School holidays are shaded and meetings are kept to a minimum during that time.

3 Options and alternatives considered

Considerations made when compiling the timetable include:

- The timetable starting point is organised around DMC and Full Council
- The need to align O&S committees with the Quarterly Performance reporting schedule;
 - Qtr 4 2022/23 will be considered at the June 2023 OSC meetings
 - Qtr 1 2023/24 will be considered at the September 2023 OSC meetings
 - Qtr 2 2023/24 will be considered at the November 2023 OSC meetings
 - Qtr 3 2023/24 will be considered at the March 2024 OSC meetings
- Budget setting process

- Audit regime - Audit of Accounts
- Date of Annual Council
- Each Committee to repeat on the same day of the week for ease/consistency
- Member availability
- Dates of Elections
- Dates of School Holidays

4 Consultation

The Leader of the Council and the Strategic Leadership Team have been consulted.

5 Financial and value for money implications:

Approval of the Meeting Timetable enables Members and Officers to manage and plan decision-making.

6 Legal Implications

The Council is required to agree and set out a schedule of formal committee meetings for the year.

7 Risk implications:

The failure to agree and adopt a schedule of committee meetings for the year could impact the Council's ability to make decisions and for its elected Members to carry out robust scrutiny.

8 Equalities, Community Impact and Human Rights:

There are no Community Impacts arising as a result of this report.

There are no Human Rights Implications arising from this report.

9 Sustainability implications (including climate change, health and wellbeing, community safety)

There are no sustainability implications arising from this report.

10 Council infrastructure (including Health and Safety, HR/OD, assets and other resources)

Formal committee meetings require Audio/Visual support from ICT. Once agreed, the timetable is diarised with the ICT department to arrange necessary cover.

11 Statutory Comments

Monitoring Officer:

This is a Monitoring Officer report.

Deputy S151 Officer:

No further comments to add.

12 Conclusions

The Committee Timetable is set out in Appendix A and is presented for Cabinet's referral to Council for approval.