

**SECTION 1A - To be filled in by submitter of the Motion:**

<b>Report from</b>	Town Clerk
<b>On behalf of</b>	N/A (NB: initial consultation with Chairs and Vice-Chairs of both the Planning Committee and the Finance and Governance Committee has taken place)
<b>Date</b>	25 <sup>th</sup> January 2024
<b>For Meeting of Council/Committee</b>	Full Council
<b>Date of meeting</b>	30 <sup>th</sup> January 2024
<b>Agenda item no.</b>	217/23-24
<b>Confidentiality</b>	N/A
<b>TITLE OF MOTION</b>	<b>CIVIC YEAR MEETING SCHEDULE - UPDATE</b>
<b>MOTION(S)</b>	<ol style="list-style-type: none"> <li>1) To receive a Motion Paper, setting out a proposal for minor changes to be made to the approved <u>Civic Year Meeting schedule</u> (Motion paper &amp; proposed meeting schedule attached).</li> <li>2) To approve the changes proposed to the Civic Year meeting schedule for the remainder of the Year.</li> </ol>
<b>Background</b>	<p>The current Civic Year meeting schedule was approved by resolution under <u>item 76/23-24, Full Council 27<sup>th</sup> June 2023</u>.</p> <p>The approved <u>Civic Year Meeting schedule</u> has both Planning Committee and Finance and Governance Committee meetings scheduled for at the same evening, normally every second Tuesday of the month.</p> <p>Although both committees currently have six Members (seats = 8), the Finance and Governance Committee nevertheless has a quorum of 3, whilst the Planning Committee has a quorum of 4; this has resulted in the Planning Committee being more vulnerable to being non-quorate.</p> <p>Since May 2023 (start of new Civic Year), two Planning Committees were not quorate and one was also cancelled as no business was to be transacted. In this period, all Finance &amp; Governance Committee meetings have taken place.</p>
<b>Issues/items for consideration by the Council</b>	<p>It is proposed to the Town Council to make the following change to the Civic Year meetings schedule going forward: Swapping the Planning Committee and the Finance and Governance Committee meetings, thus having the Planning Committee starting at 8 pm, following the Finance &amp; Governance Committee starting at 7 pm.</p> <p>Swapping the meetings on the evening would reduce the likelihood (and impact) of issues such as those experienced a few times materialising.</p> <p>In the process this would reduce unnecessary communications or Councillors waiting unnecessarily, and would also reduce unnecessary staff resources being used (staff do always need to be present at the advertised meeting time, in case residents show up).</p> <p>NB: a minor change for the two remaining Personnel Committee meetings to have each extended by half an hour is also flagged up in the attachment.</p>
<b>Recommendations</b>	For the Town Council;

	<ol style="list-style-type: none"> <li>1) To receive a Motion Paper, setting out a proposal for minor changes to be made to the approved <u>Civic Year Meeting schedule</u> (Motion paper &amp; proposed meeting schedule attached). <ul style="list-style-type: none"> <li>➤ This paper and attachment.</li> </ul> </li> <li>2) To approve the changes proposed to the Civic Year meeting schedule for the remainder of the Year. <ul style="list-style-type: none"> <li>➤ Recommendation to formally adopt the amended meeting schedule – see as supporting document</li> </ul> </li> </ol>
<b>Appendices</b>	N/A
<b>Documents:</b>	Proposed new meeting schedule for 2023-2024 (in red highlighted changes proposed).

**SECTION 1B - To be filled in by submitter of the Motion:**

<b>Input needed from Clerk?</b>	N/A
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**PLEASE NOTE:** Agenda item requests: in order to be considered for inclusion on the agenda, motions with all associated papers *must* be received by the Clerk in a final format at least 7 clear days<sup>i</sup> before the meeting at which you would like your item to be considered – if any input is required from the Clerk please provide sufficient additional time for the Clerk to schedule in for any feedback and/or additional research that may be required.

**SECTION 2 - To be filled in by the Clerk:**

Meets/links with Council objectives:	Effective Governance	
Staffing Implications: <sup>ii</sup>	<b>YES</b> - Might save some time for staff	←
Volunteer need implications:	<b>YES</b> – Might save some time for Councillors	←
Equalities & Human Rights <sup>iii</sup>	There are no equalities and human rights issues Details, where relevant: N/A	
Crime and Disorder <sup>iv</sup>	Crime and disorder have been considered Details, where relevant: N/A	
Biodiversity <sup>v</sup>	There are no (negative) bio-diversity implications Details, where relevant: N/A	
Sustainability	Is in line with the Council’s Plastic-Free Pledge - N/A	
Financial <sup>vi</sup>	There are no financial implications at this stage - N/A	
	There will be financial implications; Details: N/A	
	There is provision within the budget Budget heading & details: N/A	
	Decisions may give rise to additional expenditure; Details: N/A	
	Decisions may have potential for income generation; Details: N/A	
Other Resource implications (besides finance):	Details: N/A	
Health and Safety implications <sup>vii</sup>	Details: N/A	
Legal	Power under which the spend can be actioned: <sup>viii</sup> N/A	
	GDPR - Data Privacy Impact Assessment: <sup>ix</sup> Details, where relevant: N/A	
	Other considerations: N/A	

Risk Management	Material risks <sup>x</sup> exist and these are considered and being assessed: Details: N/A	
Other Considerations:	N/A	

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<sup>i</sup> Northstowe Town Council's [Standing Order 9 b,d](#).

<sup>ii</sup> The Council has a legal duty to ensure it looks after employees' health and wellbeing (the Health and Safety at Work etc act 1974).

<sup>iii</sup> The key legislation regarding unlawful discrimination is the Equality Act 2010, which amongst other requires the Council to monitor for compliance with the Equality Duty.

<sup>iv</sup> The Council has a legal duty to act with due regards to crime and disorder in the area (Crime and Disorder Act 1998, s17).

<sup>v</sup> The Council has a legal duty to have regard to conserving biodiversity (Natural Environment and Rural Communities Act 2006, s40).

<sup>vi</sup> It is the RFO's duty to manage financial risks on behalf of the Council, as described in the Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015, reg 4.

<sup>vii</sup> See also Town Council's [Health and Safety Policy](#).

<sup>viii</sup> See here for an [Overview of relevant discretionary powers](#) beyond the General Power of Competence.

<sup>ix</sup> See also the Town Council's [Data Protection Policy](#).

<sup>x</sup> See Town Council's [Risk Management Plan](#).