

**Name of meeting:** Corporate Governance and Audit Committee

**Date:** 16 May 2014

**Title of report:** Council Meetings in 2014/15

Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes / No or “not applicable” If yes give reason why  No
Is it in the <a href="#">Council’s Forward Plan</a> ?	Yes/ No or “not applicable” If yes give date it first went in  No
Is it eligible for “call in” by <a href="#">Scrutiny</a> ?	Yes/ No or “not applicable” If no give reason why not  No
<b>Date signed off by <u>Director</u> &amp; name</b>  Is it signed off by the Director of Resources?  Is it signed off by the Assistant Director – Legal, Governance and Monitoring?	Yes - 29 April 2014  Yes - 29 April 2014
Cabinet member <a href="#">portfolio</a>	N/A - Proposal produced on behalf of the Leader of the Council following dialogue with Leading Members.

**Electoral [wards](#) affected:** All

**Ward councillors consulted:** N/A

**Public or private:** Public

## 1. Purpose of report

To consider the proposal, developed on behalf of the Leader of the Council, in respect of the arrangements for Council meetings in 2014/15 and beyond.

## 2. Key points

Following discussions at both Council and the Chief Executive’s meetings with Leading Members the Leader of the Council has commissioned work to set out proposals for arrangements in respect of Council meetings with effect from the 2014/15 municipal year. These are set out below:

**a. Purpose:**

- To discuss and agree policy (as appropriate / relevant)
- To debate and make known its views on key issues facing the Council and local people
- To hold the Executive to account
- To consider Scrutiny business (as appropriate / relevant)

**b. Frequency:**

Meet every four weeks where practicable.

**c. Duration:**

6.00 p.m. – 9.00 p.m.

**d. An Indicative Schedule of Meetings:**

- 4 June
- 16 July
- 3 Sept
- 1 Oct
- 5 Nov
- 10 Dec
- 14 Jan
- 18 Feb
- 11 March
- 8 April
- 27 May (Annual Meeting – based on anticipated date of the Election being 7 May 2015)

**e. Agenda Planning Council Business:**

Where relevant / appropriate policy issues will be discussed at Policy Committee before consideration by Council. Policy Committee will review the previous Council meeting which will be used as a basis for continuous improvement and agenda planning.

Indicative Agenda Items in the future will be drawn from the following:

- Announcements (Standard item)
- Apologies (Standard item)
- Minutes (Standard item)
- Interests (Standard item)
- Key Discussion Item(s)
- Policy Matters / Referrals from Policy Committee
- Scrutiny Update (as appropriate)
- Any Cabinet / Cttee References
- Minutes of Cabinet etc (Standard item)
- Oral questions to nominated Spokespersons of Joint Cttees / External Bodies (Standard item)

- Motions (Standard item)

**f. Associated Arrangements:**

Council meetings will be preceded by a Cabinet meeting at 5pm to receive Public Questions, Member Questions and Petitions/Deputations. This will be webcast.

**3. Implications for the Council**

Any changes to the arrangements in respect of Council meetings will require amendments to Council Procedure Rules and other parts of the Constitution: It is proposed that such changes be delegated to the Assistant Director for Legal, Governance and Monitoring

**4. Consultees and their opinions**

The following have been consulted on the drafting of this report and endorse the proposals contained therein:

The Leader of the Council  
The Chief Executive  
The Director of Resources  
The Assistant Director for Legal, Governance and Monitoring

**5. Next steps**

Following consideration by Corporate Governance and Audit Committee the proposal set out in this report will be considered and resolved at the meeting of Annual Council on 4 June. Consequential changes to the Constitution will need to be delegated to the Assistant Director for Legal, Governance and Monitoring.

**6. Officer recommendations and reasons**

- (i) That Corporate Governance and Audit Committee consider the Leader of the Council's proposal in respect of the arrangements for Council meetings in 2014/15 and beyond and make recommendations as appropriate.
- (ii) That Annual Council be recommended to delegate responsibility to consequential changes to the Constitution arising from (i) above to the Assistant Director for Legal, Governance and Monitoring

**7. Cabinet portfolio holder recommendation**

The Leader of the Council agrees with the officer recommendation at 6 above.

**8. Contact officer and relevant papers**

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Report to (and minutes of) Leading Members meetings on 19 March 2014 and  
8 April 2014

**9. Assistant director responsible**

Julie Muscroft, the Assistant Director for Legal, Governance and Monitoring