

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

**REPORT TO:** Standards Committee

19 January 2011

**AUTHOR/S:** Executive Director, Corporate Services / Legal & Democratic Services  
Manager

### STANDARDS COMMITTEE 2011/12 MEETING SCHEDULE

#### Purpose

1. To agree the dates and times of Standards Committee meetings in the 2011/12 municipal year. This is not a key decision, however it is appropriate for the Committee to publicly agree its meeting schedule in the interests of transparency.

#### Recommendation

2. To agree the following dates and times for 2010-11, in keeping with the Standards Committee's usual practice of quarterly meetings on the second or third Wednesday of the month, where these meetings do not conflict with other Council meetings:
  - Wednesday 8 June 2011 at 10 am (first available date after Annual General Meeting of Council)
  - Wednesday 14 September 2011 at 10 am
  - Wednesday 14 December 2011 at 10 am
  - Wednesday 14 March 2012 at 10 am
3. To note that extraordinary meetings may be scheduled if required.

#### Reason for Recommendation

4. It is appropriate that the Committee consider future meeting dates in order to be able to conduct the Council's business within the most suitable timescales. Although it is likely that the Standards Committee in its current format will cease by late 2011 or early 2012, agreeing the meeting dates at this point in the year ensures that they are in committee members' diaries and provide a set schedule for completing all outstanding business from the current regulations before the new regulations take effect.

#### Considerations

5. The proposed dates follow the same quarterly meeting pattern which has proven appropriate for the amount of business to be conducted. For the past two years the Standards Committee has been making use of breakfast or lunchtime sessions for training or workshops. Arranging additional training dates other than on meeting days would increase the number of road journeys to and from the Council offices and travel expenses claimed.

#### Implications

6. 

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|-----------|--|
| Financial | If the Standards Committee schedules training sessions on non-meeting days, additional travel expense claims will be made. |
| Legal     | None   |

|                                      |   |
|--------------------------------------|---|
| Staffing                             | Staff attending evening meetings may be able to claim overtime and subsistence. Temporary staff might be needed, particularly for the Caretaking team, to cover duties the morning after an evening meeting. As part of the Council's savings exercise, Senior Management Team agreed that the Caretakers' hours be altered from 06.30/19.30 to 07.30/20.30, predicated on the basis of eliminating overtime payments to Caretakers for evening meetings on the supposition that the end of evening meetings would be timed to coincide with the later finish time. |
| Risk Management                      | None specific   |
| Equality and Diversity               | None specific   |
| Equality Impact Assessment completed | An EqIA is currently being prepared to assess the impact of evening meetings  |
| Climate Change                       | When appropriate, other meetings are held on the same day in order to reduce journeys to and from the Council offices and maximise both Member and Officer time. The majority of meetings are held during the day to minimise additional heating / cooling, lighting and electricity requirements outside of regular office hours. One of the Council's priorities is to reduce its annual carbon emissions by 10% by the end of the 2010/11 municipal year.  |

### Consultations

7. None.

### Effect on Strategic Aims

8. The proposed schedule of meetings allows sufficient time between formal meetings for both Members and Officers to progress work towards meeting the Council's strategic aims.

### Conclusions / Summary

9. The proposed meetings dates, as detailed in paragraph 2 above follow the pattern of meetings held in the municipal year 2010/11 and have thus far, proved an efficient and effective regime in discharging the Council's business. Extraordinary meetings will be scheduled as required to respond to any consultation or other legislative changes.

**Background Papers:** the following background papers were used in the preparation of this report:

Standards Committee meeting schedule 2010/11 (Standards Committee 10 March 2010)

Council meeting schedule 2011/12 (Council 25 November 2010)

Cabinet meeting schedule 2011/12 (Cabinet 13 January 2011)

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