



SOUTH
KESTEVEN
DISTRICT
COUNCIL



Governance and Audit Committee

14 June 2023

Report of Councillor Philip Knowles,
Cabinet Member for Corporate
Governance and Licensing

Timing of Full Council Meetings

Report Author

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Purpose of Report

The Governance and Audit Committee is requested to consider a referral from Full Council regarding the start times of its meetings.

Recommendations

That the Governance and Audit Committee:

- 1. Gives due consideration to the start time of meetings of Full Council and provides any recommendations to the Council's Head of Paid Service.**

Decision Information

Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	High performing Council
Which wards are impacted?	All wards

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

1.1 There are no financial implications arising from this report.

Completed by: Richard Wyles, Chief Finance Officer and Section 151 Officer

Legal and Governance

1.2 Paragraph 6.1 of the Council's Constitution states that the time and place of meetings will be determined by the Chief Executive and notified in the summons. The Chief Executive is the Council's Head of Paid Service and has responsibility for the authority's management structure and deployment of Officers.

Completed by: Graham Watts, Assistant Director of Governance and Monitoring Officer

Human Resources

1.3 Any proposal to hold meetings outside of the Council's normal office opening hours would require the Head of Paid Service to give due consideration to a number of potential impacts. These would include potential changes to the contractual terms of employment requiring Union consultation. Agreement would need to be reached on work patterns, statutory rest periods and individual circumstances such as flexible working arrangements or part time contracts. This would also involve an Equality Impact Assessment to ensure any potential changes are fair and do not present barriers or disadvantage protected groups.

Completed by: Fran Beckitt, Head of HR

2. Background to the Report

- 2.1 At the Annual Meeting of the Council held on 18 May 2023 consideration was given to the authority's committee structure. During this item, discussion ensued on the subject of the start time of meetings of Full Council and it was agreed that this matter be referred to the Governance and Audit Committee for further consideration.

3. Key Considerations

- 3.1 The Council's Constitution states that the time and place of meetings will be determined by the Chief Executive. The Chief Executive is the Council's Head of Paid Service and has responsibility for the authority's management structure which includes the deployment of Officers.
- 3.2 Meetings of Full Council have traditionally commenced at 1pm at South Kesteven District Council.
- 3.3 The Governance and Audit Committee is invited to consider any proposed changes to the start time of meetings of Full Council and make any recommendations to the Council's Head of Paid Service.

4. Other Options Considered

- 4.1 The Governance and Audit Committee could recommend maintaining the current start time for meetings of Full Council.

5. Reasons for the Recommendations

- 5.1 This report facilitates a referral from the meeting of Full Council held on 18 May 2023.