

Committee Name and Date of Committee Meeting

Council – 28 February 2024

Report Title

Calendar of Meetings for the 2024-25 Municipal

Is this a Key Decision and has it been included on the Forward Plan?

No

Strategic Director Approving Submission of the Report

Jo Brown, Assistant Chief Executive

Report Author(s)

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Ward(s) Affected

Borough-Wide

Report Summary

In accordance with the Council Procedure Rules (Part 1 – Council Meetings; Section 4 – Budget Council Meeting) this report is to formally approve the calendar of meetings for the 2024-25 municipal year.

Recommendations

1. That Council approves the calendar of meetings for the 2024-25 municipal year.

List of Appendices Included

Appendix 1 - Calendar of Meetings 2024-25

Background Papers

Council Constitution

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

Yes

Exempt from the Press and Public

No

Calendar of Meetings for the 2024-25 Municipal

1. Background

- 1.1 The procedure rules within the Council's Constitution require that the calendar of meetings be presented at the Budget Council meeting and specifies the type and number of Council meetings to be held within the municipal year.
- 1.2 It is good practice to set meeting dates in advance for the forthcoming year. This approach enables the Council to have robust governance arrangements in place to facilitate informed decision-making.
- 1.3 It also ensures that standard items can be presented to the various Committees, Boards and Panels at the most appropriate times during the year.

2. Key Issues

- 2.1 The Council's Procedure Rules in the Constitution require that the calendar of meetings be presented for approval at the Budget Council meeting. This report is submitted in accordance with that requirement.
- 2.2 The Council's Constitution states that there should be an Annual meeting, a Budget Council meeting, and a minimum of six ordinary Council meetings per year. The proposed schedule of meetings meets that requirement.

3. Options considered and recommended proposal

- 3.1 No alternative options were considered as Council are required to approve the calendar of meeting for the 2024-25 municipal year at the Budget Council meeting.
- 3.2 It is recommended that the Council approve the calendar of meetings for the 2024-25 municipal year.

4. Consultation on proposal

- 4.1 When setting the draft meeting dates, Democratic Services have been mindful to take account of the meeting dates of some of the Council's partner organisations to avoid conflicts where possible.
- 4.2 Consultation has also taken place with officers to ensure that where needed, meeting dates coincide with the Council's statutory reporting requirements.

5. Timetable and Accountability for Implementing this Decision

- 5.1 The determination of the calendar of Council and committee meetings for the ensuing municipal year is a matter for the Council.

5.2 The Head of Democratic Services supported by the Governance Manager will be responsible for the implementation of the meetings calendar for 2024-25.

6. Financial and Procurement Advice and Implications

6.1 There are no direct financial or procurement implications associated with this report.

7. Legal Advice and Implications

7.1 There are no direct legal implications associated with this report.

8. Human Resources Advice and Implications

8.1 There are no direct human resources implications associated with this report.

9. Implications for Children and Young People and Vulnerable Adults

9.1 There are no direct implications for children and young people and vulnerable adults associated with this report.

10. Equalities and Human Rights Advice and Implications

10.1 There are no direct equalities or human rights implications associated with this report.

11. Implications for CO₂ Emissions and Climate Change

11.1 There are no direct implications for CO₂ Emissions and Climate Change associated with this report.

12. Implications for Partners

12.1 There are no direct implications for partners arising from this report.

13. Risks and Mitigation

13.1 There are no risks directly associated with this report.

Accountable Officer(s)

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