

Committee Name and Date of Committee Meeting

Council – 30 November 2022

Report Title

Draft Calendar of Meetings for the 2023-24 and 2024-25 Municipal Years

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

The Council amended the Procedure Rules in the Constitution in September 2017 to require the Calendar of Meetings to be presented for approval at the Budget Council meeting. Following feedback from Members, it was agreed that a report be presented in advance of the Budget Council meeting, setting out the draft Calendars for the next two Municipal Years. This is to enable Members to have advanced notice of when meetings will take place.

Recommendations

1. That Council note the Draft Calendar of Meetings for the 2023-24 and 2024-25 Municipal Years.
2. That, in accordance with the Council Procedure Rules (Part 1 – Council Meetings; Section 4 – Budget Council Meeting,) a report be brought back to Council at the Budget Council Meeting in March 2023 to formally approve the Calendar of Meetings for the 2023-24 Municipal Year and the indicative Calendar of Meetings for the 2024-25 Municipal Year.

List of Appendices Included

Appendix 1 Draft Calendar of Meetings 2023-24

Appendix 2 Draft Indicative Calendar of Meetings 2024-25

Background Papers

[Rotherham MBC Constitution](#)

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

Yes

Exempt from the Press and Public

No

Draft Calendar of Meetings for the 2023-24 and 2024-25 Municipal Years

1. Background

- 1.1 The Council's Procedure Rules within the Council's Constitution requires 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 Following feedback from Members, it was agreed that a report be presented in advance of the Budget Council meeting, setting out the draft Calendars for the next two Municipal Years. This is to enable Members to have advanced notice of when meetings will take place.
- 1.3 It is good practice to set meeting dates in advance for the forthcoming year and to provide an indicative schedule for the following year.
- 1.4 This approach enables the Council to have robust governance arrangements in place to facilitate informed decision-making.
- 1.5 It also ensures that standard items can be presented to the various Committee, 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. As such, this report is presented for Members to note in advance of that meeting.
- 2.2 At the Budget Council meeting in March 2023, the 2023-24 Calendar will be presented for approval. Members will also be asked to note the indicative 2024-25 Calendar.
- 2.3 The 2024-25 Calendar is titled 'indicative', since the bank holidays and school holidays for this time period are yet to be confirmed and as such, changes could be required.
- 2.4 It is anticipated that this process will continue and a report will be brought to Council in November 2023 asking Members to note the draft 2024-25 and 2025-26 Municipal Calendars. Both will then be presented to Council in March 2024 with Members being asked to approve the 2024-25 Calendar and note the indicative 2025-26 Calendar.
- 2.5 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 because it is best practice that the Council sets its meeting dates in advance.
- 3.2 It is recommended that Council note the Draft Calendar of Meetings for the 2023-24 and 2024-25 Municipal Years. It is also recommended that, in accordance with the Council Procedure Rules (Part 1 – Council Meetings; Section 4 – Budget Council Meeting,) a report be brought back to Council at the Budget Council Meeting in March 2023 to formally approve the Calendar of Meetings for the 2023-24 Municipal Year and the indicative 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 2023-24 and 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)

Emma Hill, Head of Democratic Services
Barbel Gale, Governance Manager

Approvals obtained on behalf of:

	Named Officer	Date
Chief Executive	Sharon Kemp	22/02/22
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	22/02/22
Head of Legal Services (Deputy Monitoring Officer)	Bal Nahal	22/02/22
Assistant Director of Human Resources (if appropriate)	n/a	
Head of Human Resources (if appropriate)	n/a	

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