

Calendar of Meetings 2023/2024

Report of the Democracy and Governance Portfolio Holder

Recommended:

That the Calendar of Meetings for the municipal year 2023/2024, as set out in the Annex to the report, be approved.

SUMMARY:

- To consider the proposed Calendar of Meetings for the municipal year 2023/2024.

1 Introduction

- 1.1 Council approves each year a Calendar of Meetings which sets out the schedule of ordinary meetings of the Council, Cabinet and Committees.
- 1.2 The Annex to this report sets out a proposed Calendar of Meetings for 2023/2024. Previously, Council has approved a Calendar of Meetings for the 2023 year. The amended schedule as set out in the Annex proposes meetings for the municipal year 2023/24 running from May to May where previously meetings have been considered on a calendar year basis. The proposed new format seeks to set out dates for Council, Cabinet and Committees throughout the annual cycle providing clarity on the meeting cycle as a whole.
- 1.3 At its meeting on 26 February 2021 Council approved a change in the frequency of ordinary Cabinet and Overview and Scrutiny Committee meetings from a four week to a six week cycle.
- 1.4 Following a review of the change in frequency, presented to Council on 25 February 2022, Council agreed that moving to a six week frequency allowed Council business to be progressed in a more meaningful and effective way.
- 1.5 For the proposed Calendar of Meetings 2023/2024, it is proposed that other committees also move to meeting generally on a six weekly basis in order to create consistency across committees and allow the more effectively facilitate business. The schedule shown in the Annex therefore set out a six week cycle for Licensing and General Purposes Committees as well as Cabinet and the Overview and Scrutiny Committee. The Audit Committee will continue to meeting four times a year with Area Planning Committees continuing to meet every three weeks. The number of ordinary meetings of Council remains unchanged.

- 1.6 Should there be business that requires consideration by a committee between scheduled meetings there are a number of options in place to ensure any items of business are progressed as needed.

2 Corporate Objectives and Priorities

- 2.1 The Council's Committees are required in order to progress the business of the Council in accordance with legislation. An efficient and effective Calendar of Meetings directly contributes to all of the Council's corporate objectives and priorities.

3 Options and options Appraisal

- 3.1 Option 1 - to approve the Calendar of Meetings for 2023/2024. This is the recommended option.
- 3.2 The amended Calendar of Meetings for the municipal year 2023/2024 sets out ordinary meetings of Council, Cabinet and Committees over the whole of the municipal year rather than an annual year which allows for better oversight of the decision making schedule and more effective management of business to be considered. The increased time between meetings of Licensing and General Purposes allows for more effective and efficient facilitation of business.
- 3.3 Option 2 - to not approve the Calendar of Meetings for the municipal year 2023/2024.
- 3.4 Council could choose to not adopt the amended schedule for 2023/2024 or adopt an alternative schedule of meetings however this is not recommended as the proposed meeting schedules as set out in the annex have been developed in line with the required reporting deadlines and in a schedule that allows the flow of business across committees in an effective manner.

4 Risk Management

- 4.1 An evaluation of the risks associated with the matters in this report indicate that further risk assessment is not needed because the changes/issues covered do not represent significant risks or have previously been considered by Councillors.

5 Resource Implications

- 5.1 No additional resource implications have been identified.

6 Legal Implications

- 6.1 Full Council approves the Council's Calendar of Meetings each year. It is for Council to decide the frequency of meetings for each of the Committees.

7 Equality Issues

- 7.1 None

8 Other Issues

- 8.1 Community Safety – none
- 8.2 Environmental Health Issues - none
- 8.3 Sustainability and Addressing a Changing Climate - none
- 8.4 Property Issues - none
- 8.5 Wards/Communities Affected - none

9 Conclusion and reasons for recommendation

- 9.1 It is recommended that the Calendar of Meetings for 2023/2024 as set out in the Annex to the report be approved.
- 9.2 Approving the annual schedule of meetings from May to May rather than on a calendar year cycle will allow for better oversight and more effective management of committee business throughout the municipal year.
- 9.3 Moving Licensing and General Purposes to a six weekly cycle will bring those committees in line with the meeting frequency of Cabinet and the Overview and Scrutiny Committee and allow business to be progressed.

Background Papers (Local Government Act 1972 Section 100D)

[Council 26 February 2021: Revised Calendar of Meetings 2020/21](#)

[Council 25 February 2022: Review of Committee Meeting Arrangements](#)

Confidentiality

It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.

No of Annexes:	1	File Ref:	N/A
(Portfolio: Democracy and Governance) Councillor I Jeffrey			
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Report to:	Council	Date:	23 February 2023