

22 May 2024		ITEM: 12
Annual Council		
Schedule of Meetings 2024/25		
Wards and communities affected: None	Key Decision: Non-key	
Report of: Dr Dave Smith, Chief Executive and Managing Director Commissioner		
Accountable Assistant Director: Not Applicable		
Accountable Director: Daniel Fenwick, Executive Corporate Director, Corporate Services/Monitoring Officer		
This report is public		
Version: Final Version		

Executive Summary

This report requests the agreement of the Council to the schedule of ordinary meetings of the Council, Cabinet and those committees that have been established at Agenda Item 9 for the 2024/25 municipal year.

Commissioner Comment:

None

1. Recommendation(s)

1.1 That the Calendar of Meetings for 2024/25 be approved.

1.2 That Members note there may be a need to convene additional meetings of committees as and when to comply with Government Directions and improvement activities.

2. Introduction and Background

2.1 The Constitution requires the Council, at its annual meeting, to agree the schedule of ordinary meetings for the coming municipal year.

3. Issues, Options and Analysis of Options

3.1 A schedule of ordinary meetings for 2024/25 has been prepared and is attached at **Appendix 1** to this report. The Schedule reflects changing practices following the best value report,

Version Control (delete as appropriate)

Version 1 - First draft ready for DMT, SLT and Commissioner input; **Version 2** - Second Draft ready for Portfolio Holder, Leader and other Member Input; **Version 3** - Third draft for any further comments; **Version Committee** – Draft ready for submission to public committee; **Version Cabinet** – Final version ready for Cabinet/Executive decision

namely that Overview and Scrutiny (O & S) meetings now meet on a six weekly cycle to better align with the Cabinet cycle.

- 3.2 It should be noted that some committees and sub-committees will meet on an “as and when required” basis. This is due to the nature of the business they are required to consider and as such they feature infrequently, for example, General Services Committee.
- 3.3 Once the schedule of ordinary meetings has been approved, a notice is published 5 clear working days before the beginning of the month to which it refers and contains details of the date, time and venue of each meeting to be held during that month. Information relating to all meetings to be held is available on the Council’s website.
- 3.4 If any changes are made to the agreed schedule of meetings during the course of the year, such as a new meeting being arranged or a meeting being cancelled, further notices will be issued, and information will be updated on the Council’s website.
- 3.5 There may be a requirement to accommodate additional meetings of committees to comply with Government Directions and the improvement process. All changes would follow the constitutional rules in relation to the organisation of meetings.
- 3.6 In exceptional circumstances, an “Extraordinary Meeting” can be called in accordance with those provisions contained within the Constitution. In any such cases, notice of the meeting will be provided in accordance with requirements.

4. Reasons for Recommendation

- 4.1 The Council is required to approve the schedule of ordinary meetings for 2024/25 and this will ensure that arrangements can be put in place for effective and efficient decision making throughout the municipal year.

5. Consultation (including Overview and Scrutiny, if applicable)

- 5.1 Consultation has been undertaken with the Leaders of each of the political groups represented on the Council.

6. Impact on corporate policies, priorities, performance and community impact

- 6.1 The Council should have a schedule of meetings in place to ensure that arrangements can be put in place for effective and efficient decision making.

7. Implications

7.1 Financial

Implications verified by: **Rob Chimani**
Accountant
4 April 2024

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The cost of supporting the meetings contained within the Appendix to this report can be met from existing budgets.

Any increase in the number of meetings will have a direct resource implication on the officer support structure, particularly the Democratic Services team. Officers will endeavour to ensure that costs are contained within the budgets available.

If additional resources are required, then compensating savings will have to be found within the Council's budget.

7.2 Legal

Implications verified by: **Gina Clarke**
Corporate Governance Lawyer & Deputy Monitoring Officer
8 April 2024

The report sets out the process of be followed if there is a need to convene additional council meetings to comply with Government Directions and improvement activities.

7.3 Diversity and Equality

Implications verified by: **Becky Lee**
Team Manager - Community Development and Equalities
Adults, Housing and Health Directorate
28 March 2024

There are no diversity implications noted in this report.

7.4 Risks

There are no direct risks associated with this report. A planned meetings schedule protects against risks of poor governance and decision making.

7.5 Other implications (where significant) – i.e. Staff, Health Inequalities, Sustainability, Crime and Disorder, or Impact on Looked After Children

None.

8. Background papers used in preparing the report (including their location on the Council's website or identification whether any are exempt or protected by copyright):

None

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9. Appendices to the report

- Appendix 1 – Schedule of Ordinary Meetings for 2024/25.

Report Author:

Matthew Boulter

Head of Democratic, Scrutiny and Member Services

Legal Services

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