

To: Council  
29 November 2023

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**Schedule of Meetings 2024/25  
Executive Director: Delivery**

**1 Purpose of Report**

1.1 To seek approval to the proposed Schedule of Meetings 2024/25.

**2 Recommendation(s)**

**2.1 That the schedule of meetings 2024/25 as set out in the annex to this report be approved.**

**3 Reasons for Recommendation(S)**

3.1 To enable arrangements for the next municipal year's meetings to be put in place and assist members plan their diaries for the year ahead.

**4 Alternative Options Considered**

4.1 The timetable has been designed, as far as possible, to ensure that the schedule provides for meetings when decisions are required so that all matters are dealt with on a timely basis. Adjustments could be made to the timetable but adjusting one meeting date is likely to have an impact on a number of others given the inter-relationship between meetings and the limited number of dates available throughout the year.

**5 Supporting Information**

5.1 The timetable has been drawn up having regard to the usual limitations:

- Avoiding meetings during the school holidays as far as possible.
- Leaving a gap of at least 8 days between meetings of the Executive and Council to allow time for the Executive report (and any recommendations) to be published either with the Council agenda or the next day.
- Avoiding 7.30 meetings on Fridays.
- Scheduling each committee's meetings on the same day of the week throughout the year, as far as possible.
- Avoiding a gap of more than 5 weeks between meetings of the Planning Committee.

5.3 As agreed at the Council meeting on the 13 September 2023, it is again proposed that the meeting on the 12 February 2025 be a Budget Meeting with a single item agenda which will allow for a full debate on the budget, with the meeting concluding at a reasonable time. A contingency date of the 26 February 2025 is proposed in

case the budget meeting is adjourned, so that the budget can be set within the legal time limits.

- 5.3 Due to the new arrangements of the Corporate Performance Overview Report (CPOR) being presented at Overview and Scrutiny Commission prior to the Executive process, the Planning Committee meeting which has already been agreed to be held on the 23 May 2024 will need to be brought forward a week to the 16 May 2024. This will allow for an Overview and Scrutiny Commission to convene on the 23 May 2024 in the required timescale for the CPOR to be presented to the Overview and Scrutiny Commission ahead of the Executive Process.
- 5.4 If the schedule is agreed, it is hoped that members will only seek to change these dates in exceptional circumstances as to do so inevitably causes problems for some people. With a significant number of twin-hatted members, concerns have been expressed about clashes with parish and town council meetings. By setting the dates for this Council's meetings now, the parish and town councils have the opportunity to plan around this Council's meetings. It is therefore all the more important to avoid in-year changes unless absolutely necessary so that potential clashes can be avoided.
- 5.5 Council is accordingly invited to approve the schedule set out in the annex to this report.

## **6 Consultation and Other Considerations**

### Legal Advice

- 6.1 There are no legal implications.

### Financial Advice

- 6.2 There are no financial implications in approving the Schedule of Meetings. The cost of the meetings is met from within existing budgetary provision.

### Other Consultation Responses

- 6.3 The Corporate Management Team has endorsed the Schedule of Meetings.

### Equalities Impact Assessment

- 6.4 There are no implications.

### Strategic Risk Management Issues

- 6.5 There are no issues.

### Climate Change and Ecological Impacts

- 6.6 The recommendations in Section 2 above are expected to:

Have no impact on emissions of CO<sub>2</sub>.

The reason the Council believes that this will have no impact on emissions is that the timetable reflects the previous year's meetings and therefore should not increase or reduce travel, use of facilities.

## Health & Wellbeing Considerations

6.7 There are no implications.

## Background Papers

None

## Contact for further information

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