

## Report to Council

Wednesday, 22 February 2023

By the Chief Executive

### DECISION REQUIRED

Not Exempt



## Calendar of Meetings 2023/24

### Executive Summary

This report proposes a programme of Council, Cabinet and Committee meetings for 2023/24. The programme takes into account, where possible, the dates of bank holidays and school holidays.

As in previous years, the calendar for 2023/24 is based on a two-monthly cycle for Council, Cabinet and Overview & Scrutiny Committee.

It is proposed that both the Licensing Committee and the Governance Committee should continue to meet only as required, although there will be an initial meeting of each to elect a Chairman and Vice-Chairman and allow Members to be briefed on the functions of the Committee. Licensing and Standards sub-committees will also continue to be called as and when necessary.

Cabinet Member Policy Development Advisory Group (PDAG) meetings usually take place in the fortnight before each Cabinet meeting. A timetable of six meetings, per Group, per year, will be agreed, in consultation with Cabinet Members, for the new Municipal Year after the ordinary election of District Councillors on 4 May 2023.

### Recommendations

The Council is recommended to approve the calendar of meetings for 2023/24 as submitted.

### Reasons for Recommendations

To fix a programme of Council meetings, in accordance with the Council's Constitution, and to approve a calendar for Cabinet and Committee meetings, which enables the Council to transact its business in a timely and efficient manner.

### Background Papers

None.

**Wards affected:** None

**Contact:** Aisha Nottage, Democratic Services and Elections Manager, 01403 215562

## **Background Information**

### **1 Introduction and Background**

- 1.1 A draft calendar was prepared for initial consultation with officers to ensure that any statutory requirements/deadlines could be met during the year. Amendments were made in response to comments received. The draft was then circulated to all Members for comment.

### **2 Relevant Council policy**

- 2.1 The Council's Constitution, Part 4a.2, provides that "Ordinary meetings of the Council will take place in accordance with the notice of meetings decided at the Council's Annual Meeting." However, it has been the Council's practice to agree a calendar for all Council, Cabinet, Committee and PDAG meetings at an earlier Council meeting. This is to ensure the dates are available to Councillors and the public before the next Municipal Year. Dates for the PDAG meetings, which members of the public cannot attend, will be confirmed once details of the Cabinet Portfolios have been established after the District Council elections in May 2023.

### **3 Details**

- 3.1 A draft calendar of meetings for 2023/24 has been prepared for Members' approval and is attached to this report as **Appendix 1**.
- 3.2 The proposed programme takes into account, where possible, the dates of bank holidays and school holidays.
- 3.3 As in previous years, the calendar for 2023/24 is generally based on a two-monthly cycle. Extraordinary Council or additional Cabinet/Committee/sub-committee meetings may also be called during the year as necessary. Standards Committee is to meet on a three-monthly cycle, as in previous years, with sub-committees to be called as and when required. Planning Committees continue to meet monthly.
- 3.4 It is proposed that the Licensing Committee should continue to meet only as required. Licensing sub-committees will also continue to be called as and when necessary. It is proposed that meetings of the Governance Committee should continue to be called as and when required.
- 3.5 As in previous years, Overview & Scrutiny Committee is scheduled to meet on the Monday of the same week as Cabinet, which meets on Thursdays.
- 3.6 Members briefings and seminars for training or development purposes will be arranged during the year on an ad-hoc basis as and when required.
- 3.7 The PDAGs will continue to take place in the fortnight before each Cabinet meeting where practical. The number of PDAGs will reflect the number of Cabinet portfolios and dates will be agreed, in consultation with Cabinet Members, after the 4 May elections.

- 3.8 The draft calendar also shows possible dates for the first two months of the 2024/25 Council year, for information only (please note that these may change when the final calendar for that year is prepared).

## **4 Next Steps**

- 4.1 Once the calendar of meetings has been approved by the Council, the dates for 2023/24 will be published in the calendar of meetings on the Council's website. Councillors will be given instructions for adding these dates to their own Outlook Calendars.

## **5 Views of the Policy Development Advisory Group and Outcome of Consultations**

- 5.1 Members and Officers have been consulted to ensure that the proposed programme meets the requirements for reporting on statutory matters such as the budget and final accounts.

## **6 Other Courses of Action Considered but Rejected**

- 6.1 No other courses of action have been considered, as the Council requires a programme of meetings in order to transact its business in an efficient manner.

## **7 Resource Consequences**

- 7.1 There are no resource consequences.

## **8 Legal Considerations and Implications**

- 8.1 Paragraph 4a.1 of Part 4a (Council Procedure Rules) provides that the Annual Meeting will approve a programme of ordinary meetings of the Council for the year.
- 8.2 The Council must approve a calendar of meetings for the Cabinet and other committees and groups in order to ensure that Council business is transacted and done so in an open and transparent manner.

## **9 Risk Assessment**

- 9.1 If the Calendar were not agreed at this stage there would be a risk to the Council's reputation, as it would not be seen to be operating in an open and timely manner.

## **10 Procurement implications**

- 10.1 There are no procurement implications.

## **11. Equalities and Human Rights implications / Public Sector Equality Duty**

- 11.1 The approval of a programme of meetings for the year will enable its publication in advance. This will ensure that this information can be made available to members of the public who may wish to attend and/or address meetings of the Council and its

Committees or the Cabinet in exercise of a number of the convention rights, including a Right to a Family Life and Freedom of Expression.

## **12 Environmental Implications**

12.1 There are no environmental implications.

## **13 Other Considerations**

13.1 There are no positive or negative impacts arising from this proposal in relation to crime and disorder.