

REPORT TO: Council

21 February 2023

LEAD OFFICER: Chief Executive

Calendar of Meetings 2023/2024

Executive Summary

1. To seek approval of the Calendar of Meetings 2023/2024.

Recommendations

2. That Council approves the Calendar of Meetings 2023/2024, as set out at Appendix A.

Reasons for Recommendations

3. Adopting an annual calendar of meetings provides a framework for the democratic and decision-making processes of the Council.

Details

4. A draft calendar of meetings for 2023/2024 has been prepared to enable the effective consideration of Council business during the period from May 2023 to May 2024. A copy of the draft calendar of meetings is attached at appendix A. The following paragraphs set out the considerations which have been taken into account in preparing the calendar.
5. The Cabinet Procedure Rules provide that the frequency and timing of meetings of the Executive (Cabinet) shall be determined by the Leader. The Cabinet usually meets at least eight times per year, taking account of the need to factor in meetings of the Scrutiny and Overview Committee. Where practical, conflicting events, such as the meetings of other authorities, school holidays and public and religious holidays, are also avoided.

6. Chairs of committees have been consulted. If any meeting is then not required, it is cancelled. The exception is August, as arranging a meeting during Summer holidays may be impractical.
7. No dates are scheduled for meetings of the Licensing Committee, as the need for meetings arises only when there is a need to review a policy within that committee's remit. Meetings are therefore organised ad hoc.

Options

8. None. The calendar of meetings will provide a framework for effective and planned decision making and enables both Councillors and the public to be aware of forthcoming meeting dates.

Implications

9. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered:

Financial

10. None, as the number of meetings proposed is similar to that which was proposed in the current civic year.

Alignment with Council Priority Areas

A modern and caring Council

11. The schedule of meetings takes account of school and religious holidays, whilst providing a framework for timely decision-making.

Background Papers

None.

Appendices

Appendix A: Calendar of Meetings 2022/23

Report Author:

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