



<b>Report to:</b>	Council	27 February 2024
<b>Lead Officer:</b>	Chief Executive	

---

## **Calendar of Meetings 2024/2025**

### **Executive Summary**

1. To seek approval of the Calendar of Meetings 2024/2025

### **Recommendations**

2. That Council approves the Calendar of Meetings 2024/2025, as set out in Appendix A.

### **Details**

3. A draft calendar of meetings for 2024/2025 has been prepared to enable the effective consideration of Council business during the period from May 2024 to May 2025. 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.
4. 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.
5. 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.

### **Reasons for Recommendations**

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

### **Options**

7. To amend the Calendar of Meetings, whilst still ensuring that it provides a framework for effective and planned decision making and enables both Councillors and the public to be aware of forthcoming meeting dates.

## **Implications**

8. There are no significant implications.

## **Alignment with Council Priority Areas**

### **A modern and caring Council**

9. 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 2024/2025

## **Report Author:**

Patrick Adams – Senior Democratic Services Officer

Telephone: (01954) 713000