

Committee: Council

Date: 1 February 2023

Subject: Calendar of Meetings 2023/24

Lead officer: Louise Round, Interim Director Innovation and Change

Lead member: Cllr Billy Christie, Cabinet Member Finance and Corporate Services

Contact officer: Amy Dumitrescu, Democracy Services Manager

Recommendations:

- A. That Council approves the Calendar of Meetings at Appendix A
 - B. That Council approves the dates of Council meetings for 2023-2026 in Appendix B
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1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1. To propose a calendar of meetings for Council bodies for 2023-24 and for the meetings of Council for 2023-2026.

2 DETAILS

- 2.1. The details are set out at Appendix A and B.
- 2.2. It is noted that the dates approved by Council on 2 February 2022 for Council dates 2023-2026 required subsequent amendments and therefore the dates are now re-submitted for approval by Council.

3 ALTERNATIVE OPTIONS

- 3.1. The Council can make whatever arrangements it sees fit in respect of the calendar within the legal constraints set out below. The Council should also have regard to audit and accounting requirements in respect of submission of the Annual Governance Statement by the end of June in each year and the approval of the Final Accounts by the end of September in each year.

4 CONSULTATION UNDERTAKEN OR PROPOSED

- 4.1. The executive leader has been consulted in respect of the executive meeting schedule. Group offices and leaders have been consulted and their comments taken into account where possible.

5 TIMETABLE

- 5.1. The calendar covers the period from immediately after the 2023 Annual meeting up to and including the Annual meeting 2024; and meetings of the Council between May 2023 and 2026.

6 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

- 6.1. None for the purposes of this report.

7 LEGAL AND STATUTORY IMPLICATIONS

- 7.1. In borough election years the Council must hold its annual meeting between 12 and 25 days after the election. In other years the annual meeting must be held in March, April or May.

7.2. The Council must hold a meeting to agree its budget by 11 March in each year.

8 HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS

8.1. Publishing a calendar of meetings in advance is important in giving people information about when the Council proposes to do its business and take decisions which affect the community and individuals.

9 CRIME AND DISORDER IMPLICATIONS

9.1. None.

10 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS

10.1. It is important for the proper discharge of the Council's duties that a proper framework for decision making is established including the scheduling of meetings in advance to allow for business reports to be properly prepared for decision making bodies.

11 APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT

- Appendix A – Calendar of meetings
- Appendix B – Council meetings for the period 2023 - 2026

12 BACKGROUND PAPERS

12.1. None.