

Agenda Item 8

Cabinet Member: Councillor Stephen Cooksey

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Date: 29th November 2022

Ward(s) affected: N/A

Key Decision: No

SUBJECT: Council Meeting Calendar 2023-2024

Recommendation:

The Cabinet is asked to approve the council meeting schedule for 2023-2024

The Cabinet has the authority to determine the Recommendation

Council Strategy Priority Outcomes:

The schedule of meetings is planned to enable the Council and its various decision- making bodies to meet the Corporate Strategy and its priorities.

1.0 Background/Introduction

- 1.1 The Council's meeting schedule runs from after the annual meeting in May each year.
- 1.2 Attached at Appendix 1 is the proposed schedule of meetings for 2023-2024. The schedule where possible mirrors the 2022-2023 version, taking account of school holidays and includes six cycles of the Cabinet for the year with corresponding Scrutiny Committee meetings. There are three additional meetings of that Committee for the purposes of external scrutiny.
- 1.3 Meetings of Audit and Standards Committees follow their usual frequency. However a reserve Audit Committee has been added to the schedule for mid-June as it is anticipated that the External Audit Findings Report could be presented to the Committee.
- 1.4 The number of Licensing Committees has been increased from two to four at the request of the Licensing Service and with the agreement of the Chairman of the Committee based on the work programme for the Licensing Service for the upcoming year.

- 1.5 Meetings of Development Management Committee follow their usual monthly frequency and are generally the first Wednesday of the month, with the exception of the January meeting, which it is proposed be held on 10th January 2023 and May meeting, which it is proposed be brought forward to 24th April 2023.
- 1.6 Reserve dates for the Development Management Committee have also been scheduled on a monthly basis, where possible, these are scheduled to take place on the evening after the Committee meeting.
- 1.7 Training for Members sitting on the Development Management Committee has been scheduled for 25th May 2023.
- 1.8 Meetings of the CIL Strategic Working Group, CIL Neighbourhood (North) Working Group, CIL Neighbourhood (South) Working Group, Planning Policy Working Group, Standing Budget Panel and the Thomas Flack Working Group have been scheduled.
- 1.9 A number of dates for seminars have also been reserved as required.

Financial Implications None arising from this report

Legal Implications

The Council is legally required to make decisions as set out in its Constitution and the meeting schedule is set out to achieve this.

Risk Implications

None arising from this report.

2.0 Options

Option One: The Cabinet can approve the meeting schedule for 2023-2024 as set out in Appendix 1

Option Two: The Cabinet could ask that the meeting schedule be given further consideration by officers and a revised schedule be submitted to the next meeting of the Cabinet.

3.0 Corporate Implications

Monitoring Officer commentary

The Monitoring Officer has confirmed that all relevant legal implications have been taken into account

S151 Officer commentary

The S151 Officer has confirmed that there are no financial implications arising from the approval of the meeting schedule.

Risk Implications

Failure to agree a schedule of meetings for the Council year ahead will impact on agenda planning and decision making for all of the Council's committees.

Equalities Implications

The impact on officers attending evening meetings is addressed by relevant Executive Heads of Service.

Employment and Resource Implications

The impact on officers attending evening meetings is addressed by relevant Executive Heads of Service.

Sustainability Issues

None for the purposes of this report.

Meeting Calendar 2023-24 v1

	May	June	July	August	September	October	November	December	January	February	March	April	May													
Monday	1	B/H							1	B/H		1	B/H													
Tuesday	2				1				2	SBP		2														
Wednesday	3				2	DM			3	SBP		3	DM													
Thursday	4	Elections	1		3	DM (r)			4	SBP	1	Audit	4	DM (r)	2	Elections										
Friday	5		2		4		1		5		2	1		5		3										
Saturday	6		3		5		2		6		3	2		6		4										
Sunday	7		4		6		3	1	7		4	3		7		5										
Monday	8		5		7		4	2	8		5	4		8		6	B/H									
Tuesday	9		6	Scrutiny	4	Seminar	8	CNNWG	5	3	Scrutiny	7	5	Council	9	6	Cabinet	5	Scrutiny	9		7				
Wednesday	10		7	DM	5	DM	9	CNSWG	6	DM	4	DM	8	6	DM	10	DM	7	DM	6	DM	10		8		
Thursday	11		8	DM (r)	6	DM (r)	10		7	DM (r)	5	DM (r)	9	7	SBP	11	DM (r)	8	DM (r)	7	DM (r)	11		9		
Friday	12		9		7		11		8		6		10	8		12		9		8		12		10		
Saturday	13		10		8		12		9		7		11	9		13		10		9		13		11		
Sunday	14		11		9		13		10		8		12	10		14		11		10		14		12		
Monday	15		12		10		14		11		9		13	11	CNSWG	15		12		11		15		13		
Tuesday	16	Induction	13	Seminar	11		15		12	Scrutiny	10	Council	14	Scrutiny	12	E. Scrutiny	16	Seminar	13	E. Scrutiny	12	Licensing	16	Seminar	14	Induction
Wednesday	17		14	CSWG	12		16		13		11		15	13	DM (r)	17		14		13		17		CNNWG	15	
Thursday	18		15	Audit (r)	13	PPWG	17		14	Licensing	12		16	PPWG	14	CNNWG	18		15		14	Standards	18	CNSWG	16	
Friday	19		16		14		18		15		13		17	15		19		16		15		19		17		
Saturday	20		17		15		19		16		14		18	16		20		17		16		20		18		
Sunday	21		18		16		20		17		15		19	17		21		18		17		21		19		
Monday	22		19		17		21		18		16		20	18		22		19		18		22		20		
Tuesday	23	A. Council	20	Cabinet	18	Council	22		19		17	Cabinet	21	Seminar	19		23	Scrutiny	20	Council	19	Cabinet	23		21	A. Council
Wednesday	24		21		19		23		20	Seminar	18	Seminar	22	TFWG	20		24		21		20	Seminar	24		DM	22
Thursday	25	DM Training	22	Licensing	20		24		21	Audit	19	Standards	23		21		25	PPWG	22	Seminar	21	Audit	25		DM (r)	23
Friday	26		23		21		25		22		20		24		22		26		23		22		26		24	
Saturday	27		24		22		26		23		21		25	23		27		24		23		27		25		
Sunday	28		25		23		27		24		22		26	24		28		25		24		28		26		
Monday	29	B/H	26		24		28	B/H	25		23		27	25	B/H	29		26		25		29		27	B/H	
Tuesday	30		27		25		29		26	Cabinet	24		28	Cabinet	26	B/H	30		27	Council (r)	26	E. Scrutiny	30		28	
Wednesday	31		28		26		30		27		25		29	27		31		28		27				29		
Thursday			29		27		Audit	31		28	PPWG	26	Audit	30	Licensing	28		29		28		PPWG			30	
Friday			30		28				29		27			29						29		B/H			31	
Saturday					29				30					30												
Sunday														31												
Monday					31																					
Tuesday									31																	

Committees	
Audit Committee	
Council	
Development Management	
Cabinet	
Licensing Committee	
Scrutiny Committee	
Standards Committee	

Cabinet Working Groups	
Planning Policy Working Group (PPWG)	
Thomas Flack Working Group (TFWG)	
CIL Strategic Working Group (CSWG)	
CIL Neighbourhood (North) Working Group (CNNWG)	
CIL Neighbourhood (South) Working Group (CNSWG)	

Scrutiny Panels	
Standing Budget Panel (SBP)	
Dates reserved for Seminars	
Bank Holiday & School Holiday Dates	

As at October 2022