

Report of:	Executive Member for Finance and Governance and Director of Legal and Governance Services
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Submitted to:	Council
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Date:	24 May 2023
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Title:	Council Diary – 2023/2024
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Report for:	Decision
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Status:	Public
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Strategic priority:	All
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Key decision:	No
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Why:	Not applicable
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Urgent:	No
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Why:	Not applicable
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Executive summary

In order to prepare a diary of meetings for the Municipal Year 2023/2024, Council is requested to approve the attached draft programme for Council, Executive and other committee meetings.

The dates are tentative at this stage and may change depending upon the meetings being re-established in the new municipal year and to the requirements of individual chairs appointed at the annual meeting.

Purpose

1. To seek approval of the draft programme of Council committee meeting dates for the Municipal Year 2023/2024 as outlined in the attached Appendix A and to approve the dates and times of Council meetings.

Background and relevant information

2. The Constitution requires that Council approve the diary of meetings for the Municipal Year 2023/2024.
3. The dates are tentative and may be subject to change, depending on the appointment and availability of individual Chairs

What decision(s) are being recommended?

That the Council:

- Approves the timetable of meetings for the Municipal Year 2023/2024, as detailed in the Appendix attached.
- That, with the exception of the following, the dates for ordinary meetings of the Council be designated as meetings at which questions will be taken from members of the public:
 - Budget/Council Tax Setting Meeting – Wednesday, 28 February 2024 and Friday 8 March 2024.
 - Wednesday 22 May 2024 (Annual Meeting)

Rationale for the recommended decision(s)

4. Council is required to approve the diary of meetings for the Municipal Year 2023/2024. The Section 151 Officer and Finance Services were consulted with regard to the proposed meeting dates for the consideration of the Budget and Council Tax Setting Meeting.

Other potential decision(s) and why these have not been recommended

5. Do Nothing. If this option was selected no Council decisions would be able to be taken if there were no meetings scheduled.

Impact(s) of the recommended decision(s)

Legal

6. The dates of the meetings for the approval of the budget have been scheduled to enable the budget to be agreed by 11 March 2024, in accordance with statutory requirements.

Strategic priorities and risks

7. Failure to adhere to Local Code of Corporate Governance and deliver governance improvements outlined in the Annual Governance Statement. By setting the diary of meetings for the year then Council is ensuring that the good governance is in place and meetings take place in line with the Council's constitution so this would have a positive impact on this risk.

If the Council doesn't respond effectively and efficiently to legislative changes it could be in breach of statutory duties in relation to service delivery and fail to make the most of opportunities. The Council are obliged to hold meetings which members of the public being able to provide questions. By setting a diary of meetings this allows this to happen and has a positive impact on the Council fulfilling its statutory duties.

Human Rights, Equality and Data Protection

8. Not applicable

Financial

9. There are no financial implications arising from the content of this report.
10.

Actions to be taken to implement the recommended decision(s)

Action	Responsible Officer	Deadline
Schedule the meetings	Democratic Services Officers	31 May 2023

Appendices

1	Copy of the Schedule of Meetings
2	
3	

Background papers

Body	Report title	Date

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