

Report of:	Director of Legal and Governance Services
Relevant Executive Member:	Executive Member for Finance and Governance
Submitted to:	Council
Date:	22 May 2024
Title:	Council Diary – 2024-2025
Report for:	Decision
Status:	Public
Council Plan priority:	Delivering Best Value
Key decision:	No
Why:	Not applicable
Subject to call in?:	No
Why:	Not Applicable

Proposed decision(s)
That the Council (i) Approves the timetable of meetings for the Municipal Year 2024/2025, as detailed in the attached Appendix. (ii) Approves that, with the exception of the following: <ul style="list-style-type: none">• Budget/Council Tax Setting Meetings – Wednesday 19 February 2025 and Wednesday 5 March 2025• Annual Meeting - Wednesday 21 May 2025 the dates for ordinary meetings of the Council are designated as meetings at which questions will be taken from members of the public.

Executive summary
In order to prepare a diary of meetings for the Municipal Year 2024/2025, 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.

1. Purpose

- 1.1 To seek approval of the draft programme of Council Committee meeting dates for the Municipal Year 2024/2025 as outlined in the attached Appendix A and to approve the dates and times of Council meetings.

2. Recommendations

- 2.1 That the Council:

- (i) Approves the timetable of meetings for the Municipal Year 2024/2025, as detailed in the Appendix attached.
- (ii) Approves that, with the exception of the following:
 - Budget/Council Tax Setting Meetings – Wednesday 19 February 2025 and Wednesday 5 March 2025
 - Annual Meeting - Wednesday 21 May 2025

the dates for ordinary meetings of the Council are designated as meetings at which questions will be taken from members of the public.

3. Rationale for the recommended decision(s)

- 3.1 Council is required to approve the diary of meetings for the Municipal Year 2024/2025. 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.

4. Background and relevant information

- 4.1 The Constitution requires that Council approve the diary of meetings for the Municipal Year 2024/2025.
- 4.2 The dates are tentative and may be subject to change, depending on the appointment and availability of individual Chairs.

5. Other potential alternative(s) and why these have not been recommended

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

6. Impact(s) of the recommended decision(s)

6.1 *Financial (including procurement and Social Value)*

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

6.2 **Legal**

The dates of the meetings for the approval of the budget have been scheduled to enable the budget to be agreed by 11 March 2025, in accordance with statutory requirements.

6.3 **Risk**

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 is obliged to hold meetings with 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.

6.4 **Human Rights, Public Sector Equality Duty and Community Cohesion**

The subject of this report is not a policy, strategy, function or service that is new or being revised. It is considered that an equality impact assessment is not required.

6.5 **Climate Change / Environmental**

Not Applicable.

6.6 **Children and Young People Cared for by the Authority and Care Leavers**

Not Applicable.

6.7 **Data Protection**

Not Applicable.

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

Action	Responsible Officer	Deadline
Schedule the meetings	Democratic Services Officers	30 May 2024

Appendices

1	Appendix A - Copy of the Schedule of Meetings
2	
3	

Background papers

Body	Report title	Date

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