



Report title: Calendar of Meetings 2024-25

Report to: Council

Date of meeting: 20th March 2024

Cabinet Portfolio Holder: Cabinet Member for Finance and Corporate

Report of: Monitoring Officer

Public or private: Public

Key Issue: Non-Key

Published on the Forward Plan: Not applicable

1. Report summary

- 1.1 The Council is required to confirm its schedule of meetings for each Municipal Year. The calendar seeks to ensure that meetings are scheduled appropriately to meet relevant statutory and procedural requirements, and to enable effective decision making.
- 1.2 A delegation to the Chief Executive allows for amendments to the calendar in accordance with any emerging business needs.

2. Recommendations

- 2.1 That the Calendar of Meetings for the 2024/25 Municipal Year, as detailed at Appendix 1, be approved.
- 2.2 That the Monitoring Officer is given delegated authority, in consultation with relevant Committee Chairs or the Leader of the Council, to amend the Calendar of Meetings.

3. Reason for recommendation

- 3.1 Council is responsible for setting a schedule of meetings to ensure that business is transacted in a timely manner.
- 3.2 The delegation allows for amendments to be made, in accordance with changing business need, without a formal Council resolution.

4. Alternatives considered

- 4.1 No alternatives have been considered.

Key information

- 4.1 The Council's Procedure Rules requires agreement of an annual schedule of meetings for the conduct of formal decision making within relevant statutory and procedural requirements.

- 4.2 The calendar has been formatted to take account of the governance arrangements to be considered by the Council. On occasion, arising from business need, individual meetings may need to be rescheduled.
- 4.3 A delegation to the Chief Executive in consultation with relevant Committee Chairs or the Leader, for Cabinet meetings, enables these changes to be made without delay.

5. Finance

- 6.1 No Finance issues associated with this report.

6. Legal

- 7.1 No Legal issues associated with this report.

7. Human resource

- 8.1 No Human Resources issues associated with this report.

8. Equality impact

- 8.1 No Equality impact issues associated with this report.

9. Other considerations (corporate priorities, environmental impacts, risks)

- 9.1 None.

Background Papers: Not applicable

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