

<b>Annual Council Meeting</b>	
<b>Meeting Date</b>	15 May 2024
<b>Report Title</b>	Timetable of Meetings
<b>EMT Lead</b>	Lisa Fillery – Director of Resources
<b>Head of Service</b>	
<b>Lead Officer</b>	Jo Millard – Democratic and Electoral Services Manager
<b>Classification</b>	<b>Open</b>
<b>Recommendations</b>	1. That Council agrees the programme of meetings set out in Appendix I to this report.

## **1 Purpose of Report and Executive Summary**

- 1.1 Each year, the timetable of meetings is submitted to Annual Council to agree the proposed programme for the next municipal year.

## **2 Background**

- 2.1 The Constitution requires the Council to agree a programme of meetings for the forthcoming municipal year.
- 2.2 Appendix I sets out a programme of meetings (including foot notes)
- 2.3 The timetable takes account of the need to ensure that important financial decisions such as the budget are taken in a timely manner and that meetings of the planning committee are scheduled to allow timeliness targets to be achieved. The timetable also sets dates for Member Training, should these be necessary.
- 2.4 The timetable tries to ensure that as far as possible extraordinary meetings of committees will not be necessary, as these can be difficult to arrange and have unplanned-for resource implications.

## **3 Proposals**

- 3.1 That Members agree the proposed programme of meetings for the rest of the municipal year.

## **4 Alternative Options**

- 4.1 The Council could suggest changes to the timetable of meetings, but the timetable proposed has been carefully planned to ensure key deadlines for

decision-making can be met. Any changes to the Committee structure would lead to amendments to the timetable of meetings.

## 5 Consultation Undertaken or Proposed

- 5.1 The draft timetable has previously been circulated to the Group Leaders, all other Members and the Strategic Management Team.

## 6 Implications

Issue	Implications
Corporate Plan	The recommendations in this report contribute to the council priority to renew local democracy and make the council fit for the future.
Financial, Resource and Property	The cost of servicing the Council's committees will be met within existing budgets. The establishment of any additional Committee dates would have financial and human resource implications.
Legal, Statutory and Procurement	None identified at this stage.
Crime and Disorder	None identified at this stage.
Environment and Climate/Ecological Emergency	None identified at this stage.
Health and Wellbeing	None identified at this stage.
Safeguarding of Children, Young People and Vulnerable Adults	None identified at this stage.
Risk Management and Health and Safety	None identified at this stage.
Equality and Diversity	None identified at this stage.
Privacy and Data Protection	None identified at this stage

## 7 Appendices

- 7.1 The following documents are to be published with this report and form part of the report:

- Appendix I: Timetable of meetings

## **8 Background Papers**

None