

**ANNUAL COUNCIL  
25 MAY 2023**

**PART 1 – PUBLIC DOCUMENT**

**TITLE OF REPORT: APPROVE A PROGRAMME OF ORDINARY MEETINGS FOR THE COUNCIL FOR THE CIVIC YEAR 2023/24**

REPORT OF THE DEMOCRATIC SERVICES MANAGER

COUNCIL PRIORITY: PEOPLE FIRST / SUSTAINABILITY / A BRIGHTER FUTURE TOGETHER

**1. EXECUTIVE SUMMARY**

1.1 The purpose of this report is to seek approval to a programme of ordinary meetings of the Council for the Civic Year 2023/24.

**2. RECOMMENDATIONS**

2.1 That the Calendar of Meetings for 2023/24, as attached as Appendix A, be approved.

**3. REASONS FOR RECOMMENDATIONS**

3.1 To enable Members to agree a programme of ordinary meetings of the Council for 2023/24.

3.2 To enable Members to agree the Calendar of meetings for 2023/24.

**4. ALTERNATIVE OPTIONS CONSIDERED**

4.1 A number of alternative dates were considered during consultation.

**5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS**

5.1 Consultation has been undertaken with the political Group Leaders and Senior Officers.

**6. FORWARD PLAN**

6.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan.

**7. BACKGROUND**

7.1 Standing Order 4.8.1(a)(xi) requires the Council, at its Annual meeting, to approve a programme of ordinary meetings of the Council for the ensuing Civic Year.

## **8. RELEVANT CONSIDERATIONS**

- 8.1 Following consultation with the political Group Leaders, the following dates are recommended for ordinary meetings of the Council during the Civic Year 2023/24:

Thursday, 13 July 2023 – 7.30pm  
Thursday, 28 September 2023 – 7.30pm  
Thursday, 23 November 2023 – 7.30pm  
Thursday, 25 January 2024 – 7.30pm  
Thursday, 29 February 2024 – 7.30pm  
Thursday, 18 April 2024 – 7.30 pm

- 8.2 Should circumstances dictate that any extraordinary meetings of the Council are required to deal with time critical issues in addition to the above programme of meetings then these will be arranged if necessary.

- 8.3 Following consultation with the political Group Leaders, the Calendar of Meetings for 2023/24, as attached as Appendix A, is recommended for the Civic Year.

## **9. LEGAL IMPLICATIONS**

- 9.1 Paragraph 4.8.1(a) (xi) of the constitution provides in the terms of reference for the Annual Council meeting to include amongst other things “approving a programme of ordinary meetings of the Council for the year”.

- 9.2 Provisions for calling meetings, enabling the public to be present and making documents available are contained in two principal pieces of legislation: the Local Government Act 1972, ss 100A to 100K for meetings of the full council and for non-executive committees and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 for executive meetings, in particular cabinet.

- 9.3 The Local Government Act 1972 requires members to be physically present in order for a meeting to take place.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 No financial implications arise directly from this report. A schedule of meetings forms part of the Council’s usual business arrangements.

## **11. RISK IMPLICATIONS**

- 11.1 There are no direct risk implications arising from this report.

## **12. EQUALITIES IMPLICATIONS**

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

12.2 There are no equalities implications in this report.

**13. SOCIAL VALUE IMPLICATIONS**

13.1 The Social Value Act and “go local” policy do not apply to this report.

**14. ENVIRONMENTAL IMPLICATIONS**

14.1. There are no known Environmental impacts or requirements that apply to this report.

**15. HUMAN RESOURCE IMPLICATIONS**

15.1 There are no human resource implications.

**16. APPENDICES**

16.1 Appendix A – Calendar of Meetings 2023/24

**17. CONTACT OFFICERS**

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**18. BACKGROUND PAPERS**

17.1 None.