

<b>Title of Report</b>	Calendar of Council Meetings 2024/25
<b>For Consideration By</b>	Council
<b>Meeting Date</b>	15 May 2024
<b>Classification</b>	Open
<b><u>Ward(s) Affected</u></b>	All
<b><u>Director</u></b>	Louise Humphreys, Acting Director of Legal, Democratic & Electoral Services

1. **Summary**

- 1.1. This report seeks Full Council's approval of the calendar of meetings for the 2024/ 2025 municipal year.

2. **Recommendations**

- 2.1. **That the proposed calendar of meetings for the 2024/25 Municipal Year as set out in Appendix 1 be approved.**
- 2.2. **That the Acting Director of Legal, Democratic and Electoral Services be authorised to make any changes to the calendar as may prove necessary from time to time.**

3. **Background**

- 3.1. Rule 4.5 of Article 4 of the Council's Constitution provides that the frequency of meetings of Full Council, committees, sub-committees and the executive shall be approved by Full Council at its Annual Meeting.
- 3.2. A draft calendar of meetings was provided to Full Council for noting on 28 February 2024. The purpose of circulating a draft calendar is to ensure that Elected Members and members of the public have early notification of the proposed meeting schedule for the 2024/25 Municipal Year, albeit with the caveat that this is subject to change until the calendar is finalised at the Annual Meeting.
- 3.3. The draft calendar was circulated to Group Whips and the Corporate Leadership Team for comment as part of its preparation.

4. **Changes to the Calendar**

- 4.1 There may be occasions where changes are required to be made to the calendar to enable the business of the Council's committees and

sub-committees to be transacted. This is particularly pertinent with regard to Licensing Sub-Committees. The number of Licensing hearings convened is dependent on the number of applications received and any objections raised. The schedule of hearings is reviewed on a regular basis. This report requests authorisation for the Acting Director of Legal, Democratic and Electoral Services to make any necessary changes to the calendar.

5. **Comments of the Group Director of Finance and Corporate Resources.**

5.1. The cost of administering meetings of the Council is managed within allocated budgets. However, although an increase to the allocated budget would not be necessary, it is important for Council to bear in mind the additional time that would be spent by Officers and Elected Members in preparing for an additional meeting, attending that meeting and then dealing with matters arising following the meeting.

6. **Comments of the Acting Director of Legal, Democratic and Electoral Services**

6.1. Other than as set out in the report, there are no legal implications arising.

6.2. Article 4 of Part 2 of the Constitution provides that “the frequency of the meetings of Full Council will be determined annually at Annual General Meeting (AGM)” and this has long been interpreted as including any formal meeting of the Council. Thus the final calendar of meetings will be approved at the AM in May 2024 in accordance with the Constitution.

**Appendices**

Appendix 1 - Calendar of Meetings 2024/25

**Background documents**

None

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