



<b>Full Council</b>	<b>Tuesday, 16 April 2024</b>	<b>Matter for Information and Decision</b>
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**Report Title:** **Draft Schedule of Council and Allied Meetings (2024/25)**

**Report Author(s):** **Sebastian Wheeliker (Senior Democratic & Electoral Services Officer)**

<b>Purpose of Report:</b>	This report seeks Members' recommendation of the draft Schedule of Council and Allied Meetings ("the draft Schedule") for the municipal year 2024/25 to Full Council for approval and adoption at its Annual General Meeting (AGM) on Tuesday, 14 May 2024.
<b>Report Summary:</b>	It is highly expedient in terms of forward-planning that a draft Schedule be drawn-up and recommended at the earliest available opportunity ahead of its formal approval and adoption at the AGM.
<b>Recommendation(s):</b>	<p><b>A. That the draft Schedule of Council and Allied Meetings for 2024/25 (as set out at Appendix 1 and 2 to this report) be recommended to Full Council for approval and adoption at its AGM scheduled on Tuesday 14 May 2024;</b></p> <p><b>B. That the draft Schedule of Council and Allied Meetings for 2024/25 (as may be recommended) be circulated to all Members and Officers ahead of the AGM; and</b></p> <p><b>C. That the proposed dates, times and venues of meetings for 2024/25 be provisionally entered onto the Council's meeting management application accordingly.</b></p>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	<p>David Gill (Head of Law &amp; Democracy / Monitoring Officer) (0116) 257 2626 <a href="mailto:david.gill@oadby-wigston.gov.uk">david.gill@oadby-wigston.gov.uk</a></p> <p>Samuel Ball (Legal &amp; Democratic Services Manager / Deputy Monitoring Officer) (0116) 257 2643 <a href="mailto:samuel.ball@oadby-wigston.gov.uk">samuel.ball@oadby-wigston.gov.uk</a></p> <p>Sebastian Wheeliker (Senior Democratic &amp; Electoral Services Officer) (0116) 257 2854 <a href="mailto:sebastian.wheeliker@oadby-wigston.gov.uk">sebastian.wheeliker@oadby-wigston.gov.uk</a></p>
<b>Strategic Objectives:</b>	Our Council (SO1)
<b>Vision and Values:</b>	"Our Borough - The Place To Be" (Vision)
<b>Report Implications:-</b>	
Legal:	There are no implications directly arising from this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	No corporate risk(s) identified.

Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable
Human Rights:	There are no implications arising from this report.
Health and Safety:	Click to select or insert narrative.
<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	<ul style="list-style-type: none"> <li>• Councillor Samia Z Haq (Leader of the Council)</li> <li>• Councillor Lee A Bentley (Deputy Leader of the Council)</li> <li>• Senior Leadership Team</li> </ul>
<b>Background Papers:</b>	None.
<b>Appendices:</b>	<ol style="list-style-type: none"> <li>1. Draft Schedule of Council &amp; Allied Meetings (2024/25) (Calendar)</li> <li>2. Draft Schedule of Council &amp; Allied Meetings (2024/25) (List)</li> </ol>

## 1. Background

- 1.1. Most local authorities fix their schedule of meetings for a period of one-year in advance (at or about the time of the annual general meeting) compiled, as a rule, by an updating of the programme of the preceding year. By doing so, it sets the pattern for the transaction of Council business at both a policy and operational level and, moreover, allows Members, Officers and other stakeholders to enter dates in their diaries before other commitments arise.
- 1.2. As required by the Council's Constitution, a function reserved to Council is the approval and adoption of the Schedule of Council and Allied Meetings for the ensuing municipal year at its Annual General Meeting (AGM). However, it is highly expedient in terms of forward-planning that a draft Schedule be drawn-up and recommended at the earliest available opportunity.

## 2. Draft Schedule of Council & Allied Meetings (2024/25)

- 2.1 The attached draft Schedule sets out the proposed dates, times and venues of meetings for the municipal year 2024/25. The draft Schedule also includes other meetings, induction sessions, events and useful dates (including school and bank holidays) allied to the Council.
- 2.2 The Appendices to this report provides the proposed dates, times and venues in both a calendar (**Appendix 1**) and table (**Appendix 2**) format. The table at **Appendix 2** further groups and organises the meetings/events by type and chronology.
- 2.3 All proposed meeting venues currently marked 'TBC' will be confirmed at a later date. Any venues for meetings currently marked as 'Remote Audio-Video Conference' is a reference to the hosting of that meeting on the Council's unified communications platform Microsoft Teams.

- 2.4 Pre-meetings with the relevant Chair/Mayor and/or Vice-Chair/Deputy Mayor of the Council's decision and non-decision-making bodies have been included in the Schedule accordingly.
- 2.5 All festivals, holy days and other events etc. observed and/or facilitated by the Council have been added to the Schedule under the heading 'Events and Festival Days'.

### 3. Information

#### 3.1 Quarterly Performance Reporting

3.1.1 The following committees are subject to quarterly reporting requirements:

- Policy, Finance & Development Committee;
- Service Delivery Committee;
- Licensing and Regulatory Committee; and
- Audit Committee.

3.1.2 In order to allow adequate time for the required data to be collated from the quarter-end and for fully inclusive reports to be prepared, the Schedule has been programmed to meet the timeframes as set out in the table below, with other meetings/events etc. evenly spaced around the core as far as possible.

Quarter	Covers	Data Collection	Finish Reports	Meeting Dates
4 (2023/24)	Jan-Feb-Mar	April 2023	May 2024	Second week of June to first week of July 2024
1 (2024/25)	Apr-May-June	July 2024	August 2024	First week of September to first week of October
2 (2024/25)	July-Aug-Sep	October 2024	November 2024	Fourth week of November to second week of December
3 (2024/25)	Oct-Nov-Dec	January 2025	February 2025	First week of March to second week of April

#### 3.2 Other Considerations

3.2.1 The following guidelines have also been applied in the preparation of the Schedule:

- As far as possible, the order of meetings within the committee cycle is related to the character of business. Council meetings to which recommendations may need to be referred to, or committees which regularly or periodically have to consider the outcomes or recommendations of other committees, therefore meet at the end of the cycle, but in sufficient time before the relevant meeting to enable reports to be prepared and incorporated within the relevant agenda and management timetable.

- As far as possible, clashes of meetings and events have been avoided. However, inevitably, given the constraints of avoiding school/public/religious holidays etc. and the number of meetings to be accommodated on specific days of the week, there are unavoidable occasions where there are overlaps of meetings and events.
- As far as possible, school/religious holidays etc. and party conference, weeks have been avoided. Although it has not been possible to keep those weeks completely clear, particularly if certain scheduled meetings are required to take place within statutory or other prescribed timeframes (e.g. Council Tax and Budget Setting).
- As far as possible, meetings have not been scheduled on Mondays or Fridays.
- What may appear at the moment to be “free” days may be filled, for example, by subcommittee meetings, certain quasi-judicial hearings and political group meetings etc.

#### **4. Publication of the Schedule**

- 4.1 The proposed dates, times and venues of meetings of the Schedule will be published and updated whenever and wherever necessary through the Council’s meeting management application and will be publicly-viewable via the ‘Meeting Dates, Agendas and Minutes’ section of the Council’s website and on the ‘Modern.Gov’ Surface Go, Android or Windows app.

#### **5. Going Forward**

- 5.1 If the draft Schedule is recommended by Members, the final Schedule shall be put before Full Council for approval and adoption at its Annual General Meeting (AGM) on Tuesday, 14 May 2024. As such, it is important to note that the draft Schedule is to be considered as provisional and therefore subject to further, albeit minor, amendments until such time. It is also recommended that the draft Schedule, as may be recommended, be circulated to all Members ahead of the AGM to give them some indication as to their expected availability.
- 5.2 As recommended, Members are also asked to resolve that the proposed dates, times and venues of meetings of the draft Schedule be provisionally entered onto the Council’s meeting management application (Modern.Gov) so as to pre-empt any administrative burden upon Democratic Services on or after 14 May 2024. By doing so, the information entered will be publicly-viewable via the ‘Meeting Dates, Agendas and Minutes’ section of the Council’s website: however, these will be clearly marked as ‘Provisional’ until confirmed.