



Report of:	Meeting	Date
Councillor David Henderson, Leader of the Council and Garry Payne, Chief Executive	Council	27 October 2022

Calendar of Meetings 2023/24

1. Purpose of report

1.1 To publish the programme of meetings involving councillors for 2023/24.

2. Outcomes

2.1 An effective democratic decision making process.

3. Recommendation

3.1 That the Calendar of Meetings for 2023/24, attached as Appendix 1, be noted.

4. Background

4.1 Paragraph 2 of Part 4.01 of the Constitution states that:

“Ordinary meetings of the Council will take place in accordance with a programme published by the Chief Executive, following consultation with the Group Leaders.”

4.2 The programme of meetings for 2023/24 follows a broadly similar pattern to the programme for the current year.

5. Key issues and proposals

5.1 The frequency, times and dates of each meeting are listed in Appendix 2. Any adjustments to the previous pattern are referred to in the text.

Financial and legal implications	
Finance	The number of meetings in 2023/24 is proposed to be the same as in 2022/23 so there will be no additional financial implications.
Legal	The proposed schedule of meetings meets with the requirements of the law and the Council's constitution.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
ICT	x
data protection	x

Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

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List of background papers:		
name of document	date	where available for inspection
None		

List of appendices

Appendix 1 Calendar of Meetings for 2023/24

Appendix 2 Dates of meetings 2023/24

CALENDAR OF MEETINGS 2023/24

	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
MON	1 BH								1 BH			1 BH	
TUE	2			1					2			2	
WED	3 MB			2 PLACMT			1 PLA MB		3 PLA CMT			3 PLA MB	1 PLA MB
THU	4 Elections	1		3			2		4	1		4	2 Elections
FRI	5	2		4	1		3	1	5	2	1	5	3
SAT	6	3	1	5	2		4	2	6	3	2	6	4
SUN	7	4	2	6	3	1	5	3	7	4	3	7	5
MON	8	5	3 LG	7	4 O&S	2	6	4	8	5	4 LG	8	6 BH
TUE	9	6	4 CG	8	5	3	7	5 CCPG	9	6	5 CG	9	7
WED	10 CMT	7 PLA CMT CAB	5 PLA CMT	9 MB	6 PLA MB CAB	4 PLA MB	8 CMT	6 PLA CMT	10 MB CAB	7 PLA MB	6 PLA MB	10 CMT	8 CMT
THU	11	8	6 COU	10	7	5	9 STA	7	11	8	7 COU*	11	9
FRI	12	9	7	11	8	6	10	8	12	9	8	12	10
SAT	13	10	8	12	9	7	11	9	13	10	9	13	11
SUN	14	11	9	13	10	8	12	10	14	11	10	14	12
MON	15	12 O&S	10 E&A	14	11 LG	9	13	11 CDG	15 O&S	12	11	15 LG	13
TUE	16	13 CCPG	11	15	12 CG	10	14 AUDIT	12	16 LIC	13	12	16 CG	14
WED	17 MB	14 MB	12 MB CAB	16 CMT	13 CMT	11 CMT	15 MB	13 MB	17 CMT	14 CMT CAB*	13 CMT	17 MB CAB	15 MB
THU	18 COU ANN	15	13	17	14 COU	12	16	14	18	15	14	18 COU	16 COU ANN
FRI	19	16	14	18	15	13	17	15	19	16	15	19	17
SAT	20	17	15	19	16	14	18	16	20	17	16	20	18
SUN	21	18	16	20	17	15	19	17	21	18	17	21	19
MON	22	19 CDG	17 O&S	21	18 CDG	16 O&S	20 O&S	18	22 LG	19 E&A	18 CDG	22 O&S	20
TUE	23	20 AUDIT	18 LIC	22 LIC	19 LIC	17 LIC	21 LIC	19	23 CG	20 LIC	19 LIC	23 LIC	21
WED	24 CMT	21 CMT	19 CMT	23 MB	20 MB	18 MB CAB	22 CMT	20 CMT	24 MB	21 MB	20 MB CAB	24 CMT	22 CMT
THU	25	22 STA	20	24	21 CCPG	19	23	21	25 COU	22	21 STA	25	23
FRI	26	23	21	25	22	20	24	22	26	23	22	26	24
SAT	27	24	22	26	23	21	25	23	27	24	23	27	25
SUN	28	25	23	27	24	22	26	24	28	25	24	28	26
MON	29 BH	26	24	28 BH	25	23 LG	27 LG	25 BH	29	26 O&S	25	29	27 BH
TUE	30 LIC	27 LIC	25 AUDIT	29	26 AUDIT	24 CG	28 CG	26 BH	30	27 AUDIT	26 CCPG	30	28
WED	31 MB	28 MB	26 MB	30 CMT	27 CMT	25 CMT	29 MB CAB	27 MB	31 CMT	28 CMT	27 CMT		29 MB
THU		29	27	31	28	26 COU	30 COU	28		29	28		30
FRI		30	28		29	27		29			29 BH		31
SAT			29		30	28		30			30		
SUN			30		29	29		31			31		
MON			31			30 E&A							
TUE						31							

Key

COU ANN = Annual Council Meeting 7pm

BH = Bank Holiday

* = Budget Meeting (must be held before 11 March)

CG = Conservative Group - 6pm
LG = Labour Group - 6pm

CAB = Cabinet – 5pm
COU = Council - 7pm
STA = Standards Committee - 6pm
AUD = Audit Committee - 6pm
E&A = Employment & Appeals Committee - 6pm
CDG = Councillor Development Group – 6pm
CCPG = Climate Change Policy Group – 6pm

O&S = Overview and Scrutiny Committee - 6pm

PLA = Planning Committee - 2pm
LIC = Licensing Committee - 6pm

MB = Management Board – 4pm
CMT = Corporate Management Team

Please note these dates are correct at the time of publication and may be subject to change. Please refer to the Council's website for the most up to date information.



CALENDAR OF MEETINGS

May 2023 to May 2024

DATES OF MEETINGS 2023/24

COUNCIL

8 meetings. Same number as in 2022/23. Thursdays at 7pm.

18 May 2023 (Annual meeting 2023/24)

6 July 2023

14 September 2023

26 October 2023

30 November 2023

25 January 2024

7 March 2024 (Budget meeting)

18 April 2024

AUDIT COMMITTEE

5 meetings (same pattern as 2022/23). Not evenly spaced. Scheduled to fit in with the requirements of the Audit Plan and various statutory deadlines.
Tuesdays at 6pm.

20 June 2023

25 July 2023

26 September 2023

14 November 2023

27 February 2024

EMPLOYMENT AND APPEALS COMMITTEE

3 meetings. Same number and similar pattern as in 2022/23.
Mondays at 6pm.

10 July 2023

30 October 2023

19 February 2024

OVERVIEW AND SCRUTINY COMMITTEE

8 meetings. Same number as in 2022/23.
Mondays at 6pm.

12 June 2023

17 July 2023

4 September 2023

16 October 2023

20 November 2023

15 January 2024

26 February 2024

22 April 2024

PLANNING COMMITTEE

12 meetings. Same pattern of meetings as in previous years.
First Wednesday of each month, at 2pm.

7 June 2023

5 July 2023

2 August 2023

6 September 2023

4 October 2023

1 November 2023

6 December 2023

3 January 2024

7 February 2024

6 March 2024

3 April 2024

1 May 2024

LICENSING COMMITTEE

11 meetings. Last or penultimate Tuesday of each month, at 6pm. As in previous years, monthly meetings have been scheduled to enable statutory deadlines to be met if applications are received. It is likely that a number of these meetings will not be needed, but it is easier to schedule meetings on a monthly basis and cancel them if necessary, than to have to add extra meetings at short notice.

30 May 2023

27 June 2023

18 July 2023

22 August 2023

19 September 2023

17 October 2023

21 November 2023

16 January 2024

20 February 2024

19 March 2024

23 April 2024

STANDARDS COMMITTEE

3 meetings. Same number of scheduled meetings and similar pattern as in 2022/23. Thursdays at 6pm.

Evenly spaced throughout the year. Additional meetings will be organised, if necessary, to deal with any particular Code of Conduct issues which may arise.

22 June 2023

9 November 2023

21 March 2024

CABINET

9 meetings. The same as in 2022/23. Wednesdays at 5pm.

7 June 2023

12 July 2023

6 September 2023

18 October 2023

29 November 2023

10 January 2024

14 February 2024 (Budget meeting)

20 March 2024

17 April 2024

COUNCILLOR DEVELOPMENT GROUP

4 Meetings. Same pattern as in 2022/23. Mondays at 6pm.

19 June 2023

18 September 2023

11 December 2023

18 March 2024

CLIMATE CHANGE POLICY GROUP

4 meetings scheduled, as in 2022/23. Additional meetings to be convened on ad-hoc basis, if necessary.

Tuesdays at 6pm

13 June 2023

21 September 2023

11 December 2023

18 March 2024

Conservative Group: Tuesday before each Council Meeting (except Annual meetings).

Labour Group: Monday before each Council Meeting (except Annual meetings).

Management Board: Every 2 weeks (alternate weeks from CMT)
Wednesdays at 4pm.

Corporate Management Team: Every 2 weeks (alternate weeks from MB) Wednesdays usually at 9.30am.