



<b>Report of:</b>	<b>Meeting</b>	<b>Date</b>
The prospective Leader of the Council, Councillor Michael Vincent and the Chief Executive, Rebecca Huddleston	Council	18 May 2023

### **Update to the Calendar of Meetings 2023/24**

#### **1. Purpose of report**

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

#### **2. Outcomes**

- 2.1 An effective democratic decision making process.

#### **3. Recommendation**

- 3.1 That the updated 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 has been slightly amended to reflect changes made to the Council’s Constitution.

- 4.3 The Calendar of Meetings for 2024/25 will be submitted to the Council meeting in July.

#### **5. Key issues and proposals**

- 5.1 The frequency, times and dates of each meeting are listed in Appendix 2.

## 5.2 Audit and Standards Committee

The formation of a new Audit and Standards Committee has resulted in the removal of separate Standards Committee meetings from the Calendar. The new committee will meet on the previously agreed Audit Committee dates.

## 5.3 Cabinet

Meetings of the Cabinet will start at 6pm.

## 5.4 Climate Change Policy Working Group

The Climate Change Policy Working Group has been dissolved and removed from the Calendar of Meetings.

<b>Financial and legal implications</b>	
Finance	The updated number of meetings in 2023/24 is proposed to decrease by seven meetings a year.
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.

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

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

### **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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<b>List of background papers:</b>		
name of document	date	where available for inspection
None		

### **List of appendices**

Appendix 1 Updated Calendar of Meetings for 2023/24

Appendix 2 Updated Dates of meetings 2023/24