



Report of:	Meeting	Date
The Leader of the Council, Councillor Michael Vincent and the Chief Executive, Rebecca Huddleston	Council	6 July 2023

Calendar of Meetings 2023/24 (update) and 2024/25

1. Purpose of report

- 1.1** To publish an updated programme of meetings involving councillors for 2023/24 and a programme of meetings for 2024/25.

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 approved.
- 3.2** That the Calendar of Meetings for 2024/25 be approved.

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 amended to include dates for meetings of the Climate Change Overview and Scrutiny Subcommittee.

- 4.3** The Calendar of Meetings for 2024/25 follows a broadly similar pattern to 2023/24.

5. Key issues and proposals

5.1 Overview and Scrutiny Committee

The Overview and Scrutiny Committee held a Work Programme Workshop with members of the Corporate Management Team on 7 February 2023 to determine possible reviews for the next municipal year (2023/24). It was agreed that the committee would schedule an additional, dedicated meeting to review the 2023 – 2027 Wyre Council Business Plan. It is proposed that this meeting will be held on Monday 25 September 2023 at 6pm.

5.2 Climate Change Overview and Scrutiny Sub-committee

The Overview and Scrutiny Committee agreed at their meeting on 12 June 2023 to set up a Sub-committee to deal with climate change issues. The dates of the meetings of the Sub-committee for 2023/24 are included in the revised Calendar of Meetings 2023/24.

5.3 It is proposed that there be four meetings annually of the Climate Change Sub-committee, to take place on Thursdays at 6pm.

5.4 Calendar of Meetings 2024/25

The proposed Calendar of Meetings for 2024/25 closely follows the pattern for meetings in 2023/24. The only significant changes are that the meetings of Full Council, the Overview and Scrutiny Committee and the Licensing Committee in April 2025 have been brought forward by one week because of the Easter weekend.

Financial and legal implications	
Finance	The updated number of meetings in 2023/24 is proposed to increase by four meetings a year. There are no proposed changes to the amount of meetings for 2024/25.
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

risks/implications	✓ / x
asset management	x

equality and diversity	x
sustainability	x
health and safety	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 Updated Calendar of Meetings for 2023/24

Appendix 2 Updated Dates of meetings 2023/24

Appendix 3 Calendar of Meetings 2024/25

Appendix 4 Dates of meetings 2024/25