

<b>Report title</b>	<b>Calendar of meetings – 2024/25 municipal year</b>
<b>Report author</b>	Gary Lelliott
<b>Department</b>	Democratic Services – Legal and Governance
<b>Exempt?</b>	No
<b>Exemption type</b>	Not applicable
<b>Reasons for exemption</b>	Not applicable

**Purpose of report:**  
**To recommend to full Council.**

**Synopsis of report:**  
**This report sets out the proposed calendar of meetings for the 2024/25 municipal year.**

**Recommendation(s):**  
**That the Corporate Management Committee recommend that Council approve the proposed calendar of meetings.**

**1. Report and, where applicable, options considered and recommended**

1.1 The committee is asked to consider the proposed schedule of meetings attached at Appendix A. The schedule largely follows the pattern of meetings, set in previous years, with occasional adjustments based on learning points from the previous year. These proposed adjustments include:

- Extending the calendar to cover the first few months of the next municipal year (to the end of August) to assist forward planning of meetings. The meetings that fall within the 2025/26 municipal year will however be subject to reconfirmation in due course, when that calendar is considered.
- Occasional policy and service committees (Community Services, Environment and Sustainability, and Housing) have been moved to enable them to meet before Corporate Management Committee, to assist with any possible recommendations/referrals for decision.

1.2 Where possible, meetings have been scheduled to avoid school holidays. It is however not possible to do this for every meeting.

1.3 The Chief Executive has delegated authority to make ad hoc minor changes to the calendar of meetings in consultation with the respective Leaders of the political groups. Special meetings of committees can be held where circumstances dictate.

## **2. Policy framework implications**

2.1 There are no specific policy framework implications arising from this report.

## **3 Resource implications/Value for Money**

3.1 There are no specific resources/value for money implications arising from this report.

## **4. Legal implications**

4.1 There are no specific legal implications arising from this report.

## **5. Equality implications**

5.1 Committees are scheduled to take place during evenings, in order to ensure that members affected have an opportunity to travel to the Civic Centre for meetings. It should be noted that formal committees cannot be held remotely.

## **6. Environmental/Sustainability/Biodiversity implications**

6.1 There are no specific environmental/biodiversity implications arising from this report.

6.2 Members are encouraged to use their Council issued devices to review committee papers wherever possible, in lieu of receiving printed copies of agendas and reports.

## **7. Other implications**

7.1 There are no other implications requiring specific consideration.

## **8. Timetable for Implementation**

8.1 The period covered by the calendar of meetings is mentioned earlier in this report.

## **9. Background papers**

9.1 None.

## **10. Appendices**

- Appendix A – proposed calendar of meetings