

Report of	Meeting	Date
Director of Governance and Monitoring Officer (Introduced by Leader of the Council and Cabinet Member (Strategy and Reform))	Council	Wednesday, 31 January 2024

## Calendar of Meetings 2024/25

Is this report confidential?	No
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Is this decision key?	Not applicable
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### Purpose of the Report

- To provide members notice of, and to seek approval for the calendar of meetings scheduled for the 2024/25 municipal year.

### Recommendations to Council

- That the 2024/2025 calendar of meetings, as shown at Appendix 1, be approved.
- That the Director of Governance be given authority to make the necessary amendments to the Constitution to enable the Mayor Making meeting to take place after the Annual Meeting of the Council.

### Reasons for recommendations

- Approving the calendar of meetings for the forthcoming municipal year at this time will ensure that preparation can begin, and arrangements be made in advance of May 2024.

### Other options considered and rejected

- There were no other options to be considered. The Council must organise and publicise a schedule of meetings to allow for preparation of reports and work programmes; to ensure availability and attendance of members and officers; and to facilitate public participation in meetings where permitted.

## Corporate priorities

6. The report relates to the following corporate priorities:

<b>An exemplary council</b>	Healthy and Happy Communities
Opportunities for Everyone	Green and Clean Neighbourhoods

## Background to the report

7. The calendar of meetings is devised on annual basis in advance of the new municipal year.
8. Members will be aware that the calendar of meetings is normally submitted for consideration at this time of the year to assist officers and members with forward planning.

## Overview of the Calendar of Meetings

9. Appendix 1 presents a draft timetable of Full Council, Cabinet and Committee meetings for the period 1 May 2024 to 31 May 2025 inclusive.
10. The timetable takes into account:
  - Existing decision-making arrangements
  - School holiday closures
  - Bank holidays
  - Parish council meetings
  - Political group meetings
11. As some parts of the authority work within the Shared Services environment work has been undertaken with officers at Chorley Council to mitigate potential clashes in dates. Where necessary, alternative arrangements for delegation between the authorities shared leadership have been agreed.
12. It is proposed that as per the Annual and Mayor Making meetings for the year 2023-24 the constitution be amended to enable the Mayor Making to come after the Annual Meeting.

## Consultation carried out and outcomes of consultation

13. The proposed Calendar of Meetings was considered at a meeting of the Leader and Deputy Leader Briefing in December 2023.
14. Copies of the proposed Calendar of Meetings were emailed to the Leaders of the Conservative and Liberal Democrat Groups on 8 January 2024 for information.
15. The Shared Senior Management Team was also consulted on the calendar.

## Climate change and air quality

16. The work noted in this report does not impact the climate change and sustainability targets of the Councils Green Agenda and all environmental considerations are in place.

## **Equality and diversity**

17. There are no implications on equality or diversity arising from this decision.

## **Risk**

18. It should be acknowledged that the calendar of meetings is a fluid document and there may be occasions where meetings are called or cancelled with little notice. The Democratic Services team will endeavour to avoid such events, but this is not often possible due to the ever-changing nature of the decision-making process.

## **Comments of the Statutory Finance Officer**

19. There are no direct financial implications arising from this report.

## **Comments of the Monitoring Officer**

20. As per the report, this decision will require an amendment to the constitution. The delegation, which relates to a local arrangement, is properly made to the Director of Governance to enable the adoption of the Calendar.

## **Background documents**

There are no background papers to this report.

## **Appendices**

Appendix A - Proposed 2024/25 Calendar of Meetings

Report Author:	Email:	Telephone:	Date:
Ruth Rimmington (Democratic Services Team Leader)	ruth.rimmington@southribble.gov.uk	01257 515118	14 November 2023