



Cabinet



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Report for:	Cabinet
Title of report:	Committee Timetable 2024/25
Date:	13 February 2024
Report on behalf of:	Councillor Ron Tindall, Portfolio Holder for Corporate & Commercial Services
Part:	I
If Part II, reason:	N/A
Appendices:	Draft Committee Timetable 2024/25
Background papers:	N/A
Glossary of acronyms and any other abbreviations used in this report:	DMC – Development Management Committee F&R OSC – Finance & Resources Overview and Scrutiny Committee SPAEC OSC – Strategic Planning & Environment Overview and Scrutiny Committee H&C OSC – Housing & Community Overview and Scrutiny Committee SLT – Strategic Leadership Team

Report Author / Responsible Officer

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Corporate Priorities	<p>The various meetings of the Council, Cabinet and Committees support the achievement of all the Council's Corporate Objectives;</p> <ul style="list-style-type: none"> A clean, safe and enjoyable environment Building strong and vibrant communities Ensuring economic growth and prosperity Providing good quality affordable homes, in particular for those most in need
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	<p>Ensuring efficient, effective and modern service delivery</p> <p>Climate and ecological emergency</p>
Wards affected	All
Purpose of the report:	To seek approval of the committee meeting timetable for 2024/25.
Recommendation (s) to the decision maker (s):	That Cabinet recommends Council approves the Committee Timetable for 2024/25 as set out in Appendix A to this report.
Period for post policy/project review:	N/A

1 Introduction/Background:

- 1.1 Each year, a calendar of committee meetings running from May to May is agreed and published, allowing forward planning for key statutory and decision-making functions. Once agreed, room bookings are secured and calendar invites circulated to elected Members and the Strategic Leadership Team to act as diary placeholders.
- 1.2 The timetable includes dates for the regular cycle of meetings for Council, the Cabinet, the Overview and Scrutiny Committees and the regulatory Committees such as Development Management, Standards and Licensing as well as non-statutory committees such as the Health and Wellbeing Committee and the Member Development Steering Group.
- 1.3 The timetable also sets out a number of Member Development training sessions.

2 Key Issues/proposals/main body of the report:

- 2.1 Attached at Appendix A is a draft timetable showing the proposed dates for the meetings of the Full Council, the Cabinet, the Overview and Scrutiny Committees and the regulatory Committees for the municipal year 2024/25.
- 2.2 Appeals have not been scheduled on the timetable, due to the small number of Appeals that happen throughout the year. These are arranged by the Democratic Support Team, when required, subject to officer and member availability, giving greater flexibility as to the most suitable time for them to take place.
- 2.3 The three main Overview and Scrutiny Committees have seven scheduled meetings in the year plus the two Joint Budget meetings, which involves all three scrutiny committees. In addition, a number of "Call-in Contingency" dates have been set aside for call-ins arising from any of the Committees.
- 2.4 Monday evenings are mostly left free to enable those Members who are also Parish or Town Councillors to attend Town or Parish Council meetings, which are traditionally held on Mondays.
- 2.5 School holidays are shaded and meetings are kept to an absolute minimum during that time.

3 Options and alternatives considered

- 3.1 Considerations made when compiling the timetable include:
 - The timetable starting point is organised around DMC and Full Council
 - The need to align O&S committees with the Quarterly Performance reporting schedule:
 - Qtr 4 2023/24 will be considered at the June 2024 OSC meetings
 - Qtr 1 2024/25 will be considered at the September 2024 OSC meetings
 - Qtr 2 2024/25 will be considered at the November 2024 OSC meetings
 - Qtr 3 2024/25 will be considered at the March 2025 OSC meetings
 - Budget setting process
 - Audit regime - Audit of Accounts
 - Date of Annual Council

- Each committee to repeat on the same day of the week for ease/consistency
 - Member availability
 - Dates of Elections
 - Dates of School Holidays
- 3.2 During the 2023/24 committee cycle, Cabinet took the decision to remove the January Council meeting as it was decided this was very close to the February meeting and given the Christmas/New Year period, it places pressure on Officer and Portfolio Holder to collate the information required for Portfolio Holder updates. This has been repeated for the 2024/25 cycle.
- 3.3 The February 2025 Council meeting, as an exception to the school holidays consideration, is programmed to take place during half term. Unfortunately, it is necessary to be in line with the council tax and business rates billing and for Council to fees and charges within the necessary deadlines.
- 3.4 In line with the usual frequency scheduling for Audit Committee, a meeting had been provisionally programmed to take place in June 2024. Following consultation about the calendar, the Section 151 Officer requested that the June meeting be removed due to accounts being submitted at the end of May meaning there is not enough time to deliver reports for a June meeting to a satisfactory standard. A further request was made for an additional meeting to be scheduled for December 2024

4 Consultation

- 4.1 The Leader of the Council and the Strategic Leadership Team have been consulted.
- 4.2 Feedback from the Section 151 Officer has been taken into account and incorporated (as set out in Item (3) above).
- 4.3 Member feedback has indicated it is not felt appropriate for DMC to be held in the same week as any other meeting (particularly meetings of the OSCs and Council) as DMC members are likely to attend both. Consideration has been given to this request and, in consultation with Planning Department, changes to the frequency and scheduling of DMC meetings have been made to accommodate this request. In order to satisfy this requirement, the October meeting of DMC has been scheduled to take place during half term, as is the August meeting, (as an exception to the school holiday consideration).

5 Financial and value for money implications:

Approval of the Meeting Timetable enables Members and Officers to manage forward decision making planning.

6 Legal Implications

The Council is required to agree and set out a schedule of formal committee meetings for the year.

7 Risk implications:

The failure to agree and adopt a schedule of committee meetings for the year could impact the Council's ability to make decisions and for its elected Members to carry out robust scrutiny.

8 Equalities, Community Impact and Human Rights:

- 8.1 There are no Community Impacts arising as a result of this report.
- 8.2 There are no Human Rights Implications arising from this report.

9 Sustainability implications (including climate change, health and wellbeing, community safety)

There are no items for consideration here.

10 Council infrastructure (including Health and Safety, HR/OD, assets and other resources)

Formal committee meetings require Audio/Visual support from ICT. Once agreed, the timetable is diarised with the ICT department to arrange necessary cover.

11 Statutory Comments

Monitoring Officer:

This is a Monitoring Officer report.

Deputy S151 Officer:

No further comments to add to the report.