

## Principles for Programme of Meetings 2023/24

### Council

- 4<sup>th</sup> Thursday of month (except December and where it clashes with LCC or Planning)
- Jul/Sep/Dec/Jan/Mar/May
- **Budget** – 22 Feb 2024 (must be after LCC Budget Council on 21 Feb 2024)
- **Annual Council** – 24 May 2023 (Must be held between Monday 15 May and Monday 29 May).

### Cabinet

- 2<sup>nd</sup> or 3<sup>rd</sup> Wednesday of month except in June, July, February and March.  
Jun/Jul/Sep/Oct/Nov/Dec/Jan/Feb/Mar/Apr
- Quarterly Reports  
Q2 – Nov  
Q3 – Feb  
Q4 – May
- **Budget** – 7 Feb 2024 (enables enough time between Cabinet & Council meetings)

### Audit & Standards Committee

- 5 meetings (Tuesday).
- Jul/Sep/Nov/Jan/Mar
- September meeting needs to be held during the last 2 weeks of September, due to sign off the final accounts and auditor's opinion.
- Statement of Accounts – Possibly July

### Employment Committee

- As required

### Licensing Committee

- 2 meetings
- Jun/Feb

### Planning Committee

- Every 4 weeks except between July and August and between December and January.
- May meeting has been moved to 6 June to allow for time for training following Annual Council.
- January meeting moved to the following week to avoid 1<sup>st</sup> week back after Christmas break (Jan 2024 moved to 11 Jan).
- December meeting has been moved to accommodate the Mayor's Carol Service (Dec 2023 moved from 7 Dec to 5 Dec).

### Scrutiny Committee

- 3<sup>rd</sup> or 4<sup>th</sup> Thursday of the month except July when it is the 2<sup>nd</sup> Thursday due to Planning and Council.
- No formal meeting in June. Will have training on 5 June and Work Programme Workshop on 8 June.
- Jul/Sep/Oct/Nov/Jan/Mar/Apr
- **Budget** – 25 Jan 2024

### Other Factors

- Every attempt will be made to avoid Leics and Nottingham school holidays.
- Every attempt will be made to avoid meeting in the first week of January.
- Avoid conferences.