



Programme of Meetings 2024/25

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Lead Member/Relevant Portfolio Holder	Monitoring Officer

Corporate Priority:	All
Relevant Ward Member(s):	All
Date of consultation with Ward Member(s):	N/A
Exempt Information:	No

1 Summary

- 1.1 To set out the proposed calendar of meetings for the Municipal Year 2024/25 which must be approved at the Annual Council Meeting. The report presents the programme of meetings and the principles that have been applied in compiling it.

2 Recommendations

That Council:

- 2.1 **Approves the programme of meetings for the Municipal Year 2024/25 (Appendix A).**

3 Reason for Recommendations

- 3.1 To approve the Council's meetings dates for the coming Municipal Year in order to comply with legislative requirements.

4 Background

- 4.1 The Annual Calendar of Meetings is designed each year to ensure adherence to statutory, financial, and constitutional obligations of the Council. The schedule is also underpinned

by a series of principles which afford some consistency from year to year. The principles are attached at Appendix B.

5 Main Considerations

- 5.1 As well as ensuring statutory financial deadlines can be met, the timetable has been drafted taking into account bank holidays and Leicestershire school holidays.
- 5.2 No changes are proposed to current start times. Planning Committee meetings will continue to start at 6:00pm and all other Committee and Council Meetings will start at 6:30 pm as is currently the case. Cabinet meetings are scheduled for 4:30pm and the Leader will have discretion to amend the time according to Member availability. The Constitution states that Cabinet meetings shall be held at 4:00pm, however current practice has been that they commence at 4:30pm and therefore no change is proposed from the current practice.
- 5.3 Meetings will be held at Parkside apart from during the period leading up to an election when the Council Chamber is engaged for that purpose.
- 5.4 In addition to the schedule proposed, Extraordinary Council and ad-hoc Cabinet and Committee meetings may be convened for business that cannot wait until the next meeting or where an item of business is of a high level of significance to need a meeting dedicated to that purpose. Sub Committees may also be convened as set out in the Constitution.
- 5.5 Occasionally scheduled meetings listed in the Programme of Meetings are cancelled due to there being no business for Members' consideration within the remit of a particular decision-making body. The Proper Officer has the authority to amend the time and date of meetings, as well as call additional meetings as required. Additional meetings of the Licensing Act 2003 Committee and Licensing 1972 Committee (or their Sub-committees) shall be arranged as necessary to consider applications and such other matters as may be required.

6 Options Considered

- 6.1 The version of the programme of meetings presented has had a number of iterations and has been amended to reflect the views of the Senior Leadership Team, the Leader, Group Leaders and to ensure that the Council's decision making is compliant with statutory and local requirements.
- 6.2 It is a legislative requirement to publish a notice of the ordinary meetings of the Council and its Committees.

7 Consultation

- 7.1 The Leader and Group Leaders have been provided with the Draft Programme of Meetings.

8 Next Steps – Implementation and Communication

- 8.1 Subject to approval, calendar invites for relevant meetings will be sent out to all members.
- 8.2 The Programme of Meetings will be displayed on the Council's notice board and published on the Council's website.

9 Financial Implications

- 9.1 There are no financial Implications arising from this report.

10 Legal and Governance Implications

- 10.1 An approved Annual Programme of Meetings ensures that decisions relating to budget, policy and regulatory matters that have statutory deadlines can be planned and made in accordance with the relevant legislation.
- 10.2 Publication of the Annual Calendar of Meetings ensures advance notice is given of decision-making meetings to be held in accordance with the Access to Information Procedure Rules set out in the Council's Constitution. Notwithstanding publication of the Annual Calendar of Meetings, legislation allows the Council to arrange such other meetings of its various bodies as may be required, subject to publication of the required notice of meeting.
- 10.3 The Local Government Act 1972 requires publication of a notice at the Council Offices informing the public of the meetings of the Council and its Committees. If changes are made to the public notice by the Proper Officer, the notice will be updated, and information fully publicised on the Council's website.

Legal Implications reviewed by: Deputy Monitoring Officer, 29 April 2024

11 Equality and Safeguarding Implications

- 11.1 There are no equality and safeguarding implications as no service, policy or organisational changes are being proposed.

12 Data Protection Implications

- 12.1 A Data Protection Impact Assessments (DPIA) has not been completed because there are no risks/issues to the rights and freedoms of natural persons arising from this report.

13 Community Safety Implications

- 13.1 There are no community safety implications.

14 Environmental and Climate Change Implications

- 14.1 There are no environmental and climate change implications.

15 Other Implications (where significant)

- 15.1 No other implications have been identified.

16 Risk & Mitigation

- 16.1 The programme of meetings is presented for Council for approval to avoid the risk of non-compliance with legislation.

17 Background Papers.

- 17.1 There are no background papers.

18 Appendices

- 18.1 Appendix A – Proposed Programme of Meetings 2024/25
- 18.2 Appendix B – Principles for Programme of Meetings 2024/25