

## Programme of Meetings 2025/26

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<b>Lead Member/Relevant Portfolio Holder</b>	<b>Monitoring Officer</b>

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

### 1 Summary

- 1.1 To set out the proposed calendar of meetings for the Municipal Year 2025/26 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

<b>That Council:</b>	
2.1	<b>Approves the programme of meetings for the Municipal Year 2025/26 (Appendix A).</b>

### 3 Reason for Recommendations

- 3.1 To approve the Council's meeting dates for the coming Municipal Year 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 and financial deadlines can be met, the timetable has been drafted taking account of bank holidays and Leicestershire school holidays. Members should also note that the Cabinet, Scrutiny and Council meetings during the September to November period have been scheduled to allow wider member input to the proposals for local government reform.
- 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.
- 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. Since no elections are currently scheduled until 2027, it is not envisaged that there will be a need to use an alternative venue during the 2025/26 municipal year.
- 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.

## **6 Options Considered**

- 6.1 The version of the programme of meetings presented has had several 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.

**Financial Implications reviewed by: Director for Corporate services**

## **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 the intended date of decision-making meetings which are to be held as required by the Access to Information Procedure Rules set out in the Council's Constitution. Members should note that meetings are not legally convened until the formal agenda and reports are published however, the date and/or time of a meeting will only be changed for the reasons set out in paragraph 5.5 above.
- 10.3 As required by Schedule 12 of the Local Government Act 1972, a notice is published on the notice board at the Council Offices informing the public of 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: Monitoring Officer**

## **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.

## **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 2025/26
- 18.2 Appendix B – Principles for Programme of Meetings 2025/26