

Calendar of Meetings 2024/25

| Timetable | |
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| Meeting | Date |
| Council | 21 February 2024 |

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| Will this be a Key Decision? | Not Applicable |
| Urgency | Not Applicable |
| Final Decision-Maker | Council |
| Lead Head of Service | Angela Woodhouse – Director of Strategy, Insight and Governance |
| Lead Officer and Report Author | Debbie Snook – Democratic Services Officer |
| Classification | Public |
| Wards affected | All |

Executive Summary

The proposed Calendar of Meetings for 2024/25 is attached as Appendix A to this report for approval by the Council.

Purpose of Report

Decision

This report makes the following recommendations to the Council:

1. That the Calendar of Meetings for 2024/25, attached as Appendix A to this report, be approved.
2. That it be noted that this Calendar of Meetings assumes that the Proper Officer, in consultation with the Leader of the Council, will assign the Cabinet Member portfolios, when known, to three Policy Advisory Committees.

Calendar of Meetings 2024/25

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

| Issue | Implications | Sign-off |
|---------------------------------------|--|------------------------------------|
| Impact on Corporate Priorities | <p>The four Strategic Plan objectives are:</p> <ul style="list-style-type: none"> • Embracing Growth and Enabling Infrastructure • Safe, Clean and Green • Homes and Communities • A Thriving Place <p>We do not expect the recommendations will materially affect achievement of corporate priorities. However, they will support the Council’s overall achievement of its aims by ensuring that meetings of the Council, Cabinet, Regulatory and other Committees are scheduled to consider business regarding the Council’s priorities.</p> | Democratic Services Officer |
| Cross Cutting Objectives | <p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> • Heritage is Respected • Health Inequalities are Addressed and Reduced • Deprivation and Social Mobility is Improved • Biodiversity and Environmental Sustainability is respected <p>The report recommendations support the achievement of the cross-cutting objectives by establishing a framework within which internal timetables and work programmes can be organised and decisions made.</p> | Democratic Services Officer |
| Risk Management | See section 5 below. | Democratic Services Officer |
| Financial | Provision is made within the Council’s budget for democratic representation and the decision-making process. | Section 151 Officer & Finance Team |

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| Staffing | No new issues identified. | Democratic Services Officer |
| Legal | <p>In accordance with the Local Government Act 1972, the Council must give proper notice and summons in respect of its decision-making meetings, and if a proper notice and summons are not issued, then the meeting may not be properly convened, and the business transacted of no effect.</p> <p>The Calendar of Meetings 2024/25 assists in the efficient management of publication of notices and summonses, and gives Officers, Members and the public advance notice (although not legal notice) of meeting dates.</p> <p>Under Schedule 12 of the Local Government Act 1972, the Council must hold its Annual Meeting within 21 days of the retirement of the Councillors in an ordinary election.</p> | Team Leader (Contentious and Corporate Governance) – Mid-Kent Legal |
| Information Governance | Accepting the recommendations will increase the volume of data held by the Council. We will hold that data in line with our retention schedules. | Information Governance Team |
| Equalities | The report contains no recommendations that would propose a change in service, therefore no equalities impact assessment will be required. | Equalities & Communities Officer |
| Public Health | We recognise that the recommendations will not negatively impact on population health or that of individuals. Arrangements for meetings are carefully considered having regard to any known health risks. | Senior Public Health Officer |
| Crime and Disorder | The legislative requirements for Overview and Scrutiny are contained within the terms of reference of the Overview and Scrutiny Committee (this requirement was formerly discharged by the Communities, Housing and Environment Committee). | Democratic Services Officer |
| Procurement | None identified. | Democratic Services Officer |

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| Biodiversity and Climate Change | There are no direct implications of this report on biodiversity and climate change. | Democratic Services Officer |
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2. INTRODUCTION AND BACKGROUND

- 2.1 The proposed Calendar of Meetings for 2024/25, setting out the proposed dates for meetings of the Council, Cabinet, Regulatory and other Committees based on the current governance arrangements and feedback from the Democracy and General Purposes Committee that only three Policy Advisory Committees are required going forward, is attached as Appendix A. It is assumed that, acting in accordance with Section 1.1 of Part B4 of the Constitution, the Proper Officer, in consultation with the Leader of the Council, will assign the Cabinet Member portfolios, when known, to three Policy Advisory Committees.
- 2.2 The Council has agreed already to hold the Annual Meeting of the Council on Saturday 18 May 2024, commencing at 9.00 a.m.
- 2.3 With the exception of the Planning Committee which will continue to meet at 6.00 p.m., it is proposed to maintain the current start time of 6.30 p.m. for meetings.
- 2.4 It is proposed to hold snap meetings of all Committees except the Joint Transportation Board on 21 May 2024. The purpose of these meetings is to elect the Chairman and Vice-Chairman for each Committee to enable them to engage in work planning at an early stage.
- 2.5 With the exception of the proposed meeting of the Planning Committee there will be no other meetings during August.
- 2.6 Extraordinary meetings of the Council can be called if necessary.
- 2.7 The Leader will put in place arrangements for the making of decisions by the Council acting as Corporate Trustee of the Charity Known as the Cobtree Manor Estate and by the Council acting as Corporate Trustee of the Queen’s Own Royal West Kent Regiment Museum Trust, and meetings will be scheduled as appropriate.
- 2.8 As previously, provision has been made for two briefing sessions per month, to be allocated as required.

3. AVAILABLE OPTIONS

- 3.1 The Council could amend the proposed Calendar of Meetings, but the dates have been scheduled to facilitate co-ordinated and efficient decision making. Adjustments can be made going forward if found necessary in practical terms.
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4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 That the Calendar of Meetings for 2024/25 be approved. Setting the dates for future meetings of the Council, Cabinet, Regulatory and other Committees enables advance notice to be given to the public and internal timetables and work programmes to be organised.
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5. RISK

- 5.1 The risks associated with this proposal, including the risks if the Council does not act as recommended, have been considered in line with the Council's Risk Management Framework. We are satisfied that the risks associated (both organisational and reputational) will be managed as per the Risk Management Policy.
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6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 6.1 Officers have been consulted on the proposed Calendar of Meetings and their comments have been taken into consideration in the preparation of the document.
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7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 7.1 The Calendar of Meetings, once approved, will be published on the Council's website.
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8. REPORT APPENDICES

The following document is to be published with this report and forms part of the report:

Appendix A: Calendar of Meetings 2024/25

9. BACKGROUND PAPERS

None