

Calendar of Meetings 2023/24

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 2023/24 is attached as Appendix A to this report for approval by the Council.

Purpose of Report

Decision

This report makes the following recommendation to the Council:

1. That the Calendar of Meetings for 2023/24, attached as Appendix A to this report, be approved.

Timetable

Meeting	Date
Council	19 April 2023

Calendar of Meetings 2023/24

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 recommendation will by itself materially affect achievement of corporate priorities. However, it will support the Council’s overall achievement of its aims by ensuring that meetings of the Council, Executive, 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 recommendation supports 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
Staffing	No new issues identified.	Democratic Services Officer
Legal	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	Interim Team Leader (Contentious and

	<p>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 2023/24 assists in the efficient management of publication of notices and summons of meetings, 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>	Corporate Governance)
Information Governance	Accepting the recommendation 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 Calendar of Meetings will be published on the Council's website. Reports can be made available in alternative formats and arrangements will be made to ensure meetings are accessible and attendees can be engaged in the proceedings.	Equalities and Communities Officer
Public Health	We recognise that the recommendation will not negatively impact on population health or that of individuals. Arrangements for meetings are carefully considered having regard to any known health risks.	Democratic Services 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
Biodiversity and Climate Change	There are no direct implications of this report on biodiversity and climate change.	Democratic Services Officer

2. INTRODUCTION AND BACKGROUND

- 2.1 The proposed Calendar of Meetings for 2023/24, setting out the proposed dates for meetings of the Council, Executive, Regulatory and other Committees based on the current governance arrangements, is attached as Appendix A. Amendments will be required if there are any changes to the governance arrangements going forward; for example, in the number of Portfolio Holders and Policy Advisory Committees.
 - 2.2 It is proposed to hold the Annual Meeting of the Council on Saturday 20 May 2023, 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 23 May 2023. 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 meetings of the Joint Transportation Board and the Planning Committee there will be no other meetings during August.
 - 2.6 In the lead up to all out elections in May 2024 it is proposed to hold no meetings in April 2024 except for Planning Committee and any Licensing Sub-Committee hearings that may be required.
 - 2.7 Extraordinary meetings of the Council can be called if necessary.
 - 2.8 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.
 - 2.9 As previously, provision has been made for two briefing sessions per month, except during April 2024, 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.
-

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATION

- 4.1 That the Calendar of Meetings for 2023/24 be approved. Setting the dates for future meetings of the Council, Executive, Regulatory and other

Committees enables advance notice to be given to the public and internal timetables and work programmes to be organised.

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.
-

6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 6.1 Corporate Leadership Team have been consulted on the proposed change to the Calendar of Meetings associated with all out elections in May 2024.
-

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.
-

8. REPORT APPENDICES

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

Appendix A: Calendar of Meetings 2023/24

9. BACKGROUND PAPERS

None