



COUNCIL: 14 December 2022

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**Report of:** Corporate Director of Transformation, Housing & Resources

**Relevant Portfolio Holder:** Councillor Y Gagen

**Contact for further information:** Mrs J Denning (Extn. 5384)  
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**SUBJECT: TIMETABLE OF MEETINGS 2023/24**

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Wards affected: Borough wide

### **1.0 PURPOSE OF THE REPORT**

1.1 To approve the timetable of meetings for the Municipal Year 2023/24

### **2.0 RECOMMENDATION**

2.1 That the timetable for the meetings for the 2023/24 Municipal Year, attached as an appendix to this report, be approved.

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### **3.0 BACKGROUND AND ISSUES**

3.1 It is important to establish a timetable of meetings to enable the work of the Council, its Committees and the Cabinet to operate effectively and to enable Members and Officers to plan work commitments/deadlines.

3.2 The attached timetable has been based on the timetable for the current year, with some changes to reflect issues arising during the year.

3.3 The timetable attempts to ensure good links between Cabinet and Overview & Scrutiny Committee meetings and also to ensure that meetings are held at the most suitable time (such as in late February for setting budgets etc). The regular frequency of Planning Committee meetings is also important to enable the Council to determine planning applications in accordance with statutory and other deadlines. Audit & Governance Committee dates take into consideration requirements for the production and approval of the Council's Statement of Accounts. Other meetings are scheduled to give an appropriate number of meetings to enable the work of the Council to be conducted.

#### **4.0 SUSTAINABILITY IMPLICATIONS**

4.1 There are no significant sustainability impacts associated with this report and in particular, no significant impact of crime and disorder.

#### **5.0 FINANCIAL AND RESOURCE IMPLICATIONS**

5.1 There are no significant financial or resource implications arising from this report.

#### **6.0 RISK ASSESSMENT**

6.1 A timetable of scheduled meetings is important in enabling the Council to plan the conduct of its business, ensuring that decisions are made at the appropriate time to meet statutory requirements, such as setting the Council Tax.

6.2 Meetings included in the timetable are required under legislation to be held in person.

#### **7.0 HEALTH AND WELLBEING IMPLICATIONS**

7.1 There are no health and wellbeing implications arising from this report.

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#### **Background Documents**

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

#### **Equality Impact Assessment**

The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore, no Equality Impact Assessment is required.

#### **Appendix**

Timetable of meetings 2023/24.