

CALENDAR OF MEETINGS 2023-2024

Head of Service:	Andrew Bircher, Head of Policy and Corporate Resources
Wards affected:	(All Wards);
Appendices (attached):	Appendix 1 – draft Municipal Calendar 2023-24

Summary

Approval of the extended Municipal Calendar from May 2023 to July 2024.

Recommendation (s)

The Council is asked to:

- (1) Approve the Municipal Calendar for 2023-2024.**

1 Reason for Recommendation

- 1.1 It is necessary to set dates for meetings of the Council, its Committees, Sub-Committees and Advisory Panels for the forthcoming year to enable their business to be efficiently processed.
- 1.2 A programme of meetings for 2023-24 has been devised on a similar basis as the current year's original programme in terms of the number of meetings, along with their scheduling for Tuesdays and Thursdays where possible. This pattern of meetings was to regularise the days of the week on which meetings occur.
- 1.3 To enable clearer forward-planning, the Calendar has been extended beyond the end of the next Municipal year, to July 2024.
- 1.4 Dates cannot be scheduled for the Licensing Sub Committee meetings as these will need to be convened when needed to be able to respond to applications.
- 1.5 The draft Municipal Calendar for approval is attached at Appendix 1.

2 Background

- 2.1 In drawing up the Calendar of Meetings for 2023-2024 (Appendix 1), the main considerations have been the need to retain certain reporting chains as far as practicable (e.g. Financial Policy Panel reporting to Strategy and Resources Committee), the timing of fiscal requirements, and any constraints as a result of the Borough Council Elections on 4 May 2023. Consideration has also been given as far as practicable to school holidays.
- 2.2 In addition to the meetings listed on the calendar, a programme of briefings and information events will be provided for Councillors. These will be scheduled on a rolling quarterly basis.

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

3.1.1 None.

3.2 Crime & Disorder

3.2.1 None.

3.3 Safeguarding

3.3.1 None.

3.4 Dependencies

3.4.1 None.

3.5 Other

3.5.1 An effective decision-making programme should enable all committees and the Council to process business with the minimum of delay. If a forward-looking calendar were not to be agreed, uncertainty over the Council's ability to complete its business would result.

4 Financial Implications

- 4.1 The need to meet statutory deadlines, preserve reporting lines and other constitutional considerations means that at certain times of the year policy committee meetings are bunched together. The timetable is challenging for officers at certain points of the year and, whilst not the overriding consideration, the calendar has been devised to try and manage peaks in workload.

Council

6 December 2022

- 4.2 **Section 151 Officer's comments:** None arising from the contents of this report.

5 Legal Implications

- 5.1 Legislation requires that agendas are published five clear working days before a meeting.
- 5.2 The Council is entitled to amend any of the dates in the Calendar of Meetings at this time, but should note that it is required to approve a programme of ordinary meetings of the Council for the year at its annual meeting, under FCR 2.1 of Part 4 of the Constitution. By considering and approving the extended calendar early allows the Council to plan more effectively for its decision making processes.
- 5.3 **Legal Officer's comments:** None arising from the contents of this report

6 Policies, Plans & Partnerships

- 6.1 **Council's Key Priorities:** The following Key Priorities are engaged: Effective Council.
- 6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.
- 6.3 **Climate & Environmental Impact of recommendations:** None.
- 6.4 **Sustainability Policy & Community Safety Implications:** None.
- 6.5 **Partnerships:** Dates of meetings of Outside and Joint bodies, such as the Epsom and Walton Downs Conservators and Nonsuch Park Joint Management Committee are agreed by those bodies, but included within the Council's Calendar of Meetings to provide a comprehensive reference for Councillors and the public.

7 Background papers

- 7.1 The documents referred to in compiling this report are as follows:

Previous reports:

- [Calendar of meetings 2022-23, Council 16 May 2021](#)

Other papers:

- [The Constitution of Epsom and Ewell Borough Council](#)