



SOUTH
KESTEVEN
DISTRICT
COUNCIL



Council

Thursday, 23 May 2024

Report of Karen Bradford, Chief Executive

Programme of Meetings of Full Council, Cabinet and Committees for 2024/2025

Report Author

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Purpose of Report

To approve a programme of ordinary meetings of Full Council, Cabinet, Overview and Scrutiny Committees and other Committees of the Council for the 2024/2025 municipal year.

Recommendations

That Full Council approves the programme of meetings of Full Council, Cabinet and Committees for 2024/2025, as attached as Appendix A to this report.

Decision Information

Does the report contain any exempt or confidential information not for publication?

No

What are the relevant corporate priorities?

Effective council

Which wards are impacted?

(All Wards);

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

1.1 There are no financial implications arising from this report.

Completed by: Paul Sutton, Assistant Director of Finance and Deputy S151 Officer

Legal and Governance

1.2 In respect of ordinary meetings of the Council, the Constitution stipulates that meetings will take place in accordance with a programme decided at Full Council's annual meeting. Additional or extraordinary meetings can be called throughout the year in accordance with the procedure rules set out in the Council's Constitution.

Completed by: James Welbourn, Democratic Services Manager and Deputy Monitoring Officer

2. Background to the Report

2.1 A copy of the draft programme of meetings is attached as Appendix A to this report.

2.2 Any changes made to the draft programme following the circulation of this report will be highlighted at the meeting to enable Members to note and mark their diaries accordingly.

2.3 In considering the dates for 2024/2025, the Council has consulted with the online committee calendar and the Member Services Manager at Lincolnshire County Council (LCC) to ensure, as far as possible, that meeting clashes between the two authorities is at a low level. Therefore, the impact on those members that represent both authorities should be minimal. Consideration has also been given to avoid potential clashes with national party political conferences and other significant local government events scheduled throughout the municipal year.

2.4 In formulating the draft dates for 2024/2025, elected members were sent a draft of the document in February 2024 for comments. The document was subsequently sent to senior officers for any further comments.

3. Key Considerations

- 3.1 Where there is a necessity to hold a meeting on the same day as Lincolnshire County Council, every effort has been made to schedule it in the afternoon (if the LCC meeting is in the morning), and vice versa.
- 3.2 Unless indicated on the plan as (PM), meaning 2pm, all meetings are scheduled for 10am. The exceptions to this are those meetings that have a different set time. These are:
- Full Council (2pm)
Planning Committee (1pm)
Cabinet (2pm)
- 3.3 Subject to approval, the final programme of meetings will be made public on the Council's website. Provisional dates have been available since April 2024.
- 3.4 Since the circulation of the draft dates, there have been further amendments to the below meetings, reflected in Appendix A:
- Employment Committee moved from June to July;
 - UKSPF Board moved to 15 July
 - An additional Planning Committee has been added to the calendar on 30 May, due to the amount of applications requiring a decision prior to the June meeting.

4. Other Options Considered

- 4.1 Under the Local Government Act 1972, Full Council must hold an annual meeting. The Council's committees should meet with sufficient frequency in order to determine business in a timely manner and within any statutory timeframes.
- 4.2 Full Council could amend the calendar of meetings proposed and suggest alternative dates for specific meetings to be held.
- 4.3 The preferred option is to approve the programme as set out in Appendix A.

5. Reasons for the Recommendations

- 5.1 The Council's committees will be meeting with sufficient frequency in order to determine business in a timely manner and within statutory timeframes.

6. Appendices

- 6.1 Appendix A: Draft programme of meetings 2024/2025.