



Thursday, 22 May 2025

Report of Karen Bradford, Chief Executive

Programme of Meetings of Full Council, Cabinet and Committees for 2025/2026

Report Author

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Purpose of Report

To approve a programme of ordinary meetings of Full Council, Cabinet, Overview and Committees and other Committees of the Council for the 2025/2026 municipal year.

Recommendations

That Full Council approves the programme of meetings of Full Council, Cabinet and Committees for 2025/2026, 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Does the report contain any exempt or confidential information not for publication?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: Richard Wyles, Deputy Chief Executive and 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 2025/2026, the Council has consulted with the online committee calendar at Lincolnshire County Council (LCC) to ensure, as far as possible, that meeting clashes between the two authorities are 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.

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 through the online calendar since March 2025 -
<https://moderngov.southkesteven.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>.
- 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 10 July to 9 July;
 - There are currently no UKSPF Board meetings scheduled – this will change once it is known how many meetings are required. The agreement of the Chairman will be sought before these meetings are added to the calendar.
 - Cabinet has moved from 1 July to 8 July to allow the Leader and Chief Executive to attend.
 - Governance and Audit Committee on 13 November to move to being a 2pm start
 - Initial drafts of the Programme had a meeting of Housing OSC taking place on a Tuesday in February 2026. This has been swapped with Culture and Leisure OSC to move Housing OSC back to Thursday.
- 3.5. Licensing Committee has historically met on a Friday. The Council's remaining Legal Executive left the Council earlier this year, and the Council's legal provider, Legal Services Lincolnshire (LSL) have confirmed that they do not have capacity to support any meetings of the Alcohol, Entertainment & Late Night Refreshment Licensing Committee on a Friday. It would be a risk to the Council if certain meetings or appeals were left without legal cover.
- 3.6. If Licensing Committee were moved to another day, this then gives the opportunity to close SK House on Fridays, with the exception of election periods where access is required. Fire marshalls are required to be on duty at SK House, and often on a Friday members of staff are coming in just to meet this requirement. There is

usually ample capacity for staff needing to work in the office on a Friday at the Picture House.

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. Consultation

- 6.1 In formulating the draft dates for 2025/2026, elected members were sent a draft of the document on 29 January 2025 for comments – any changes requested following this email have been made. The document was subsequently sent to senior officers on 24 February 2025 for any further comments.

7. Appendices

- 7.1 Appendix A: Draft programme of meetings 2025/2026.