



Meeting:	Council	Date:	27 January 2022
Subject:	Programme of Meetings, May 2022-April 2024		
Report Of:	Policy and Governance Manager		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Tanya Davies, Policy and Governance Manager		
	Email: tanya.davies@gloucester.gov.uk		Tel: 39-6125
Appendices:	1. Draft Programme of Meetings, May 2022-April 2024		

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 To approve a two-year programme of ordinary meetings of Council and other meetings for the period of May 2022 to April 2024.

2.0 Recommendations

- 2.1 Council is asked to **RESOLVE** that, subject to any further changes, the two-year programme of ordinary meetings of Council and other meetings for the period of May 2022 to April 2024 be approved.

3.0 Background and Key Issues

- 3.1 The Council is required to agree a programme of meetings on an annual basis and the draft programme is attached as Appendix 1.
- 3.2 The Council approves a two-year programme each year in order to provide the Council and Councillors with adequate notice of meetings. As such, this programme contains 12 months of dates that have previously been approved and 12 months of new dates.
- 3.4 It is important to retain the flexibility to amend the first year of a two year-programme, because dates for events and meetings of other organisations that impact on the Council's own programme are often not available until 12 months in advance. The only change made in the first 12 months of the programme is to move the January 2023 Planning Committee to a week later, as the earlier date creates challenges for communicating with interested parties over the Christmas period. As a result, the January 2023 General Purposes Committee meeting has been moved to the Thursday of the same week. This pattern will be carried through into future years.

3.5 It should be noted that the school term dates for 2023-24 have not yet been published; therefore, meeting dates for 2023-24 may be subject to change once the term dates are known.

3.6 It should also be noted that, with the exception of Planning Committee, there are no meetings after March full Council in 2024 as the council will be in the pre-election, or purdah, period ahead of the City Council elections.

4.0 Social Value Considerations

4.1 There are no social value considerations.

5.0 Environmental Implications

5.1 There are no environmental implications.

6.0 Alternative Options Considered

6.1 All available options for the scheduling of meetings were considered when compiling the programme.

6.2 Observations and comments were invited from Group Leaders and senior officers.

7.0 Reasons for Recommendations

7.1 To agree the programme of ordinary meetings of Council and other meetings for the period of May 2022 to April 2024.

8.0 Future Work and Conclusions

8.1 By approving a two-year programme of ordinary meetings several months in advance of the start of the timetable, Members and other interested parties can plan ahead and the business of the Council can be transacted more efficiently and effectively.

8.2 Following approval, the dates of meetings will be added to the Council's website. Invitations to all meetings will be sent to Members after Annual Council in May to take account of any changes to committee membership.

9.0 Financial Implications

9.1 There are no financial implications arising from this report.

(Financial Services have been consulted in the preparation this report.)

10.0 Legal Implications

10.1 By approving the programme of ordinary meetings the Council is fulfilling a constitutional requirement.

(One Legal have been consulted in the preparation this report.)

11.0 Risk & Opportunity Management Implications

11.1 There are no risks arising from this report.

12.0 People Impact Assessment (PIA) and Safeguarding:

12.1 Not applicable.

13.0 Community Safety

13.1 There are no community safety implications.

14.0 Staffing & Trade Union

14.1 There are no staffing or trade union implications.

Background Documents: None

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