

# Gloucester City Council

<b>Meeting:</b>	<b>Council</b>	<b>Date:</b>	<b>26 January 2023</b>
<b>Subject:</b>	<b>Programme of Meetings, May 2023-April 2025</b>		
<b>Report Of:</b>	<b>Policy and Governance Manager</b>		
<b>Wards Affected:</b>	<b>All</b>		
<b>Key Decision:</b>	<b>No</b>	<b>Budget/Policy Framework:</b>	<b>No</b>
<b>Contact Officer:</b>	<b>Tanya Davies, Policy and Governance Manager</b>		
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<b>Appendices:</b>	<b>1. Draft Programme of Meetings, May 2023-April 2025</b>		

## 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 2023 to April 2025.

### 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 2023 to April 2025 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. There are two changes proposed for the first 12 months of the programme:
- To move the July 2023 full Council meeting to a week later, as the earlier date clashes with the LGA Conference, which is attended by Group Leaders.
  - At the request of Members, to move the Budget Overview and Scrutiny Committee meeting to a later date to allow more time for the budget papers to fully reflect the Local Government Finance Settlement. The proposed date for 2024 is 22 January and this pattern will be reflected in future years. This means

that there will be three O&S meetings in January in some years, but not others, due to how the dates fall.

- 3.5 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 2023 to April 2025.

#### **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

