

TEWKESBURY BOROUGH COUNCIL

Report to:	Council
Date of Meeting:	6 December 2022
Subject:	Schedule of Meetings for 2022/23 and 2023/24
Report of:	Head of Democratic Services
Head of Service/Director:	Corporate Director
Lead Member:	Lead Member for Corporate Governance
Number of Appendices:	One

Executive Summary:

To consider amendments to the 2022/23 Schedule of Meetings to take account of the pre-election (Purdah) period and, in accordance with Rule of Procedure 3.1, the Council is asked to set the dates and times for its meetings and for meetings of its Committees for 2023/24.

Recommendation:

- 1. TO APPROVE the changes to the 2022/23 Schedule of Meetings as set out in paragraphs 2.1-2.5 of the report.**
- 2. TO ADOPT the Schedule of Meetings for 2023/24 shown at Appendix 1.**

Financial Implications:

None.

Legal Implications:

None.

Environmental and Sustainability Implications:

None.

Resource Implications (including impact on equalities):

None.

Safeguarding Implications:

None.

Impact on the Customer:

None.

1.0 INTRODUCTION

1.1 The Constitution states that the Council will set the dates and times for its meetings, and for meetings of its Committees, throughout the ensuing year. It is open to the Council and Committees to revise or set additional dates/times to suit their work programmes for the year.

2.0 SCHEDULE OF MEETINGS 2022/23

2.1 The Schedule of Meetings for 2022/23 was approved by Council in January 2022, however, taking into account the Election timetable for the Borough and Parish Elections on 4 May 2023, and the period of pre-election sensitivity (Purdah), it is suggested that amendments would be appropriate. The period of pre-election sensitivity (Purdah) in relation to the conduct of Council business begins when the Notice of Election is published - this will be on 13 March 2023 with nominations opening on the day after publication and closing on 4 April 2023.

2.2 In light of this, it is proposed that the Executive Committee currently scheduled to take place on 29 March 2023, and the Council currently scheduled to take place on 11 April 2023, as the main decision-making bodies of the authority be cancelled.

2.3 A Council meeting will be provisionally scheduled for Thursday 9 March to conclude any business arising from the Executive Committee on 1 March and any other matters that need to be dealt with before the Purdah period begins. Should anything arise of an urgent nature during Purdah, it would need to be dealt with under the Council's urgency arrangements but putting in place the changes now allows matters requiring Council decisions to be planned to avoid the sensitive period.

2.4 It would be the intention for the Standards Committee on 13 March, the Audit and Governance Committee on 23 March (revised date agreed by the Chair) and the Overview and Scrutiny Committee on 4 April to remain in the Schedule but the Agenda for these meetings will be carefully considered to ensure that Purdah rules are not breached. The Planning Committees scheduled for 21 March and 18 April will also remain as scheduled but, in populating the Agenda, Officers will need to be mindful of the sensitive period the Council will be operating within.

2.5 In order for the Council to be in a position to conduct business as soon as possible after the Elections, it is proposed to bring forward Mayor Making from 23 May to 16 May with Council resumption moving from 30 May to Wednesday 17 May.

3.0 SCHEDULE OF MEETINGS 2023/24

3.1 The Schedule of Meetings for the year 2023/24 is normally approved by Council at the start of the calendar year. However, as it is the intention to include the Schedule, together with dates for the induction programme for the new Council, in the nomination packs which will be available late January/early February, approval is being sought at the December Council meeting. The Schedule, shown at Appendix 1, has been prepared on a similar basis to that previously agreed with a few modifications which include those set out below:

- Licensing Committee will, at the request of the service, take place on a quarterly basis.
- The Council meeting in February 2024 is a week later than previously to align with the County Council holding its meeting later than usual. This has also resulted in minor changes in the dates for Executive Committee in January and February and the Council in January in order to accommodate the budget making process and Council tax setting.

- The resumption of the annual Council Meeting has been scheduled for Wednesday 15 May 2024 following Mayor Making on Tuesday 14 May. Again, this is to allow the Council to conduct its business in a more timely manner and also allows for a Planning Committee to be scheduled in May which accommodates a request from the Planning service. In the main this means that Planning Committee meetings will remain on every third Tuesday of the month.

4.0 CONSULTATION

- 4.1 Relevant service areas have been consulted on the Schedule to ensure it meets the needs of the Council's business.

5.0 ASSOCIATED RISKS

- 5.1 None.

6.0 MONITORING

- 6.1 The Constitution allows Council and Committees to revise or set additional dates/times to suit their work programme. The Schedule will be constantly monitored and amended if necessary to ensure the business needs of the Council are met.

7.0 RELEVANT COUNCIL PLAN PRIORITIES/COUNCIL POLICIES/STRATEGIES

- 7.1 Transparent, open and accountable decision-making underpins all of the Council's priorities, policies and strategies and the publication of meeting dates well in advance allows the public to attend, observe and participate where appropriate in the Council's business.

Background Papers: Report on Schedule of Council and Committee meetings – Council meeting on 25 January 2022.

Contact Officer: Head of Democratic Services Tel: 01684 272021
Email: lin.obrien@teWKesbury.gov.uk

Appendices: Appendix 1 – Proposed Schedule of Meetings 2023/24.