

# TEWKESBURY BOROUGH COUNCIL

<b>Report to:</b>	Council
<b>Date of Meeting:</b>	23 January 2024
<b>Subject:</b>	Schedule of Meetings for 2024/25
<b>Report of:</b>	Head of Service: Democratic and Electoral Services
<b>Head of Service/Director:</b>	Director: Corporate Resources
<b>Lead Member:</b>	Lead Member for Corporate Governance
<b>Number of Appendices:</b>	One

## **Executive Summary:**

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 2024/25.

## **Recommendation:**

- 1. TO ADOPT the Schedule of Meetings for 2024/25 shown at Appendix 1.**
- 2. To AGREE that Council meetings shall commence at 6:30pm rather than 6:00pm.**

## **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:**

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.

## **1.0 INTRODUCTION**

**1.1** The Constitution requires the Council, at the first meeting of the calendar year, to agree a programme of dates and times for its meetings, and for meetings of its Committees, for the forthcoming Municipal Year.

## **2.0 SCHEDULE OF MEETINGS 2024/25**

**2.1** The Schedule of Meetings for the year 2024/25, shown at Appendix 1, has been prepared on a similar basis to previous schedules with the modifications set out below:

- Standards Committee will, at the request of the service, meet three times per year as opposed to biannually.
- Additional Council meetings have been included in the Schedule compared with recent years in order to ensure Council business can be dealt with in a timely manner.

**2.2** It is open to the Council and Committees to revise or set additional dates/times to suit their work programmes for the year. Similarly, meetings can be cancelled if there is no business for consideration.

## **3.0 TIMING OF COUNCIL MEETINGS**

**3.1** In accordance with the consensus reached by Group Leaders at the Constitution Review Working Group following discussions with their respective political groups, it is proposed that Council meetings will commence at 6:30pm rather than 6:00pm.

**3.2** A variety of options were discussed by the Working Group and it was felt that a 6:30pm start would allow Members, and members of the public wishing to attend the meeting, additional time to travel to the Council Offices following their daytime commitments, whilst ensuring the meetings did not extend too late into the evening. Should Members be minded to approve the change, this will take immediate effect.

## **4.0 CONSULTATION**

**4.1** Relevant service areas and the Chief Officers Group have been consulted on the Schedule to ensure it meets the Council's business needs.

**4.2** Timing of Council and Committee meetings was discussed by Group Leaders at the Constitution Review Working Group.

## **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 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 6 December 2022.

**Contact Officer:** Head of Service: Democratic and Electoral Services  
01684 272044 [jennifer.murray@teWKesbury.gov.uk](mailto:jennifer.murray@teWKesbury.gov.uk)

**Appendices:** Appendix 1 – Proposed Schedule of Meetings 2024/25.