



Signed off by	Head of Legal and Governance
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To	Overview and Scrutiny Committee Executive Council
Date	Thursday, 19 January 2023 Thursday, 26 January 2023 Thursday, 9 February 2023
Executive Member	Leader of the Council

Key Decision Required	N
Wards Affected	

Subject	Calendar of Meetings 2023 - 2024
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Recommendations
<p>The Overview and Scrutiny Committee is asked to consider the draft Calendar of Meetings for the 2023/24 Municipal Year (Annex 1) and make any observations to the Executive.</p> <p>The Executive is asked to consider, and recommend to Council, the draft Calendar of Meetings for the 2023/24 Municipal Year (Annex 1).</p> <p>Council is asked to approve the Calendar of Meetings for the 2023/24 Municipal Year (Annex 1).</p>
Reasons for Recommendations
To establish a timetable to ensure the efficient and effective conduct of Council business for the forthcoming Municipal Year.
Executive Summary

The Calendar of Meetings for 2023/24 draws on the pattern of meetings from previous municipal years. It is designed to ensure all business is achieved as efficiently as possible. The draft Calendar of Meetings for 2023/24 has been subject to a full consultation process having been considered by:

- Group Leaders on 21 November 2022; and
- The Leader's Meeting on 19 December 2022.

Overview and Scrutiny Committee will consider the Calendar of Meetings at its meeting on 19 January 2023.

It will be reported to the meeting of the Executive on 26 January 2023. The proposed Calendar of Meetings will be subject to approval by Council at its meeting on 9 February 2023.

The Calendar of Meetings requires approval by Council.

Background

1. The Constitution stipulates that Council approves the Schedule of Meetings (Procedure Rule 2/Para 2.4.2).
2. A draft Calendar of Meeting is published as an Appendix to this report (Annex 1).

Key Information

3. The public meetings as detailed in the Calendar of Meetings (Audit Committee, Council, Employment Committee, Executive, Licensing and Regulatory Committee, Partner, Shareholder and Trustee Executive Sub-Committee, Planning Committee and Standards Committee) all start at 7.30pm as set out in the Constitution (Procedure Rule 4, Paragraph 4.8.4).
4. The Budget Council meeting for 2024 (February) and preceding Executive meeting have been moved to take place just over a week later than is usual. This is to allow more time after the end of the mandatory eight-week budget consultation period to enable sufficient consideration of the results before inclusion in the report that will initially go to the Executive and progress onto Council. It has been verified that this delay will not negatively affect the production and distribution of Council Tax letters.
5. The Council meeting in Spring 2024 has again been moved to avoid being consecutive with the Good Friday Bank Holiday. This is usual practice with the Council meeting being moved depending on how the Easter Holiday falls.
6. The Partner, Shareholder and Trustee Executive Sub-Committee meets formally six times a year at 6.30pm before Executive meetings. Informal meetings of the Sub-Committee will meet every other month (between the formal meetings) and additional meetings will be held, should a need arise.
7. Planning Committees are held on Wednesday evenings and in different weeks to Overview and Scrutiny Committee and Audit Committee meetings (given the large overlap in Members involved in these meetings).

8. Following a previous discussion at Group Leaders', the draft Calendar of Meetings reflects that no Planning meetings take place between the local elections and the Annual Council meeting. This avoids needing to appoint Substitute Members for any Planning meeting in May, if some Members of the Committee have not been re-elected, and new Committee Members are yet to be confirmed at the Annual Council for the new Municipal Year. Therefore, two Planning Committees will take place in April in 2023 and 2024.
9. There are eight Overview and Scrutiny Committee meetings throughout the year (including the Police and Crime Annual Community Safety Partnership Scrutiny) plus the Budget Scrutiny Panel on 29 November 2023.
10. There are four Audit Committee meetings during the 2023/24 municipal year. The meetings will take place on Wednesday evenings. This reflects a slight change to the schedule (previously Audit meetings were held on Tuesday evenings). This is to allow for a phasing that better accommodates the Chair's briefing meeting. These meetings are scheduled to be in the same week as Overview and Scrutiny Committee meetings to fit in with reporting to Executive meetings and to avoid meeting in the same week as the Planning Committee.
11. An additional Audit meeting will need to be scheduled for the consideration of the Council's Annual Statement of Accounts and the opinion of the external auditor. This will be addressed during the municipal year.
12. As in previous years, meetings of the Licensing & Regulatory Committee and its Sub-Committees have not been scheduled except for the initial meeting to appoint the Chair, Vice Chair and Chairs of the Sub-Committee. The first meeting of the Licensing & Regulatory Committee on 30 May 2023 will be combined with a training session.
13. The Standards Committee meets three times a year. The first Standards Committee for the Municipal Year 2023/24 is expected to be brief taking place on 6 June 2023.
14. The Employment Committee meets quarterly. In consultation with officers, its Autumn 2023 meeting has returned to the usual schedule and will therefore be held in September rather than November.
15. The Corporate Governance Group previously requested that the October and February half term dates be avoided. This has again been reflected in the draft Calendar of Meetings. Additionally, effort has been made to avoid school holidays where possible. However, this is difficult to achieve in totality especially if numerous meetings being held in the same week is to be avoided. It is hoped that the correct balance has been achieved. A specific request was received from Group Leaders that no meetings of Full Council be held during Surrey school holidays. This has been accommodated by moving the Council meetings that take place in July 2023 and February 2024.
16. A provisional Executive meeting has been added (26 October 2023). This fulfils a previous request from Group Leaders. However, this meeting will only proceed if there is sufficient business to warrant it being held.

17. The proposed Calendar includes indicative dates for meetings at the start of the 2024/25 Municipal Year to assist with planning for future business. These dates will be confirmed as part of the Calendar of Meetings for 2024/25, subject to any revisions.
18. Amendments to the Calendar may be made at any time in the course of the year, in consultation with the relevant Chair, and any such changes will be publicly notified as and when these occur. However, given the difficulties of rescheduling meetings, and the notice of meetings provided by this calendar, it is hoped that any such changes would be a rarity and that all Members will take note of these dates at the point the calendar is approved by Council.

Legal Implications

19. There are no legal implications

Financial Implications

20. There are no financial implications.

Equalities Implications

21. Consideration has been given to avoiding meeting dates in half term or school holidays, where possible.

Communication Implications

22. Members' calendars on their tablets will be automatically updated with the meetings they attend as Committee Members. All scheduled meetings will also be sent via Outlook Calendars to officers and Members and be listed in the Centralised diary.
23. Scheduled meetings will be available to view on the Council's website. Any changes will be publicly notified as and when they occur.

Consultation

24. The draft schedule has been reviewed by all members of the Management Team. As a result, the sequence of meetings was specifically scrutinised to see if this could be further optimised. It was established that the current phasing of meetings is required to allow officers sufficient time to produce reports and to allow these to progress correctly through the meeting cycle.
25. The Corporate Governance Group (officer group) was consulted at its meetings on 16 November 2022 and 14 December 2022.
26. The Leader's meeting considered the draft schedule on 19 December 2023. Group Leaders was consulted on 21 November 2022.
27. Any comments by the Overview and Scrutiny Committee from its meeting on 19 January 2022 will be reported to the Executive on 26 January 2023.

28. The final Calendar of Meetings 2023/24 is subject to the approval of Council at its meeting on 9 February 2023.

Annex 1

1. Annex 1 – Draft Calendar of Meetings 2023/24 dates.