

## The Schedule of Meetings 2023-24

1. The proposed Schedule of Meetings for the next municipal year is usually presented to Council for approval towards the end of the current year. The meetings schedule for 2022-23 was agreed by Council at its meeting on 26 April 2022. As things stand, the schedule for the 2023-24 Municipal Year will be recommended to Council for approval, at its Annual Meeting, on **Monday 22 May 2023**.
2. As always, every effort will be made to ensure that these scheduled meetings are held. However, there may be times when it is necessary to re-arrange them. This is usually because additional work is required on specific issues, or simply because of unforeseen circumstances.
3. In order to help minimise the number of changes which have to be made, we intend to prepare a Draft Schedule of Meetings, well in advance of the new Municipal Year. We will carry out extensive consultation on this during November and December 2022; Updated versions of the Draft Schedule will then be prepared, which take into account the concerns that have been raised. Following on from this consultation, we expect the Draft Schedule to be largely finalised, by **February to March 2023** – although it would remain subject to any last minute necessary amendments, until presented to and agreed by Annual Council.
4. As part of the consultation exercise, the updated versions of the Draft Schedule would be shared with Group Leaders. They would be asked to circulate and discuss these with their Members, as required. In addition, the first version of the Draft Schedule would be included on the Agenda for the Committee's next meeting - **Tuesday 6 December 2022**. Standards Committee would also receive further updates at its **1 February 2023** and **19 April 2023** meetings.
5. The following guidelines would be used for drawing up the Draft Schedule and for determining when amendments to it ought to be made.

**One:** There should be no fundamental change to the scope and pattern of the Schedule of Meetings. Each Member body should meet for the same number times, on the same day and at the same time as they were scheduled to meet in 2022-23

**Two:** The draft Schedule should build in time at the start of the year for the necessary training and other activities, required following the local elections, to take place. Members and officers must be given time to 'pause for thought' so that they can decide what now needs to be done.

**Third:** The draft Schedule should seek to build in time for Members and officers to undertake key work during the year and in particular, to ensure that the meetings of different bodies (both within and outside the Council) can take place at the right times, for the decisions required of them.

**Four:** Any changes to the draft Schedule need to be based on operational requirements. When at all possible, Members and officers would be expected to work around the suggested dates.

### **Issue for Discussion**

6. Once the Draft Schedule of meetings approaches the final version for Annual Council, then the provisional meetings would be created on Modern.gov, so that they appear on the Council's website. We would do this from **Early / Mid-March 2023 onwards**. The Draft Schedule would be of interest to the public and potentially of assistance to those candidates wishing to stand for election; as it would give them a clear idea of what meetings they may have to attend, if they were successful.
7. Similarly, provisional Outlook Meeting Requests would be sent to those Members currently serving on specific bodies in advance of the election, to help them also plan for these meetings.

### **Would Standards Committee support this approach?**

Interim Governance Manager