

REPORT TO:	Council
DATE:	22 May 2024
SUBJECT:	Programme of Council Meetings 2024/2025
PURPOSE:	To agree a programme of Council Meetings for the municipal year 2024/25
KEY DECISION:	N/A
REPORT OF:	Chief Executive
REPORT AUTHOR:	John Medler, Assistant Director Governance & Monitoring Officer
WARD(S) AFFECTED:	N/A
EXEMPT REPORT?	No

SUMMARY

This report sets out a proposed programme of Full Council meetings and its committee meetings for the 2024/25 municipal year (See Appendix A)

RECOMMENDATIONS

That the Council:

- Approves the programme of Full Council meetings and its committee meetings for the Municipal Year 2024/25 as set out in Appendix A;
- Notes the programme of Executive Board/Executive Briefing meetings and the Lincolnshire Police and Crime Panel meetings as set out in Appendix A;
- Confirms delegated authority to the Chief Executive in consultation with the relevant Chairman to cancel a meeting where there is no substantive business and an agenda has not yet been published, or amend the programme of meetings where this will assist the decision-making body to discharge its responsibilities more effectively and an agenda has not yet been published.

REASONS FOR RECOMMENDATIONS

To support the Council to undertake its business through the agreement of a programme of meetings.

OTHER OPTIONS CONSIDERED

The Council could consider adjustments to the proposed meeting schedule detailed in Appendix A, but the overall impact of any changes should be considered before any amendments are agreed.

1. BACKGROUND

- 1.1** The Council's Constitution sets out that the annual meeting of Council will be asked to approve the programme of ordinary meetings for the forthcoming municipal year.
- 1.2** Appendix A proposes the programme of ordinary meetings for 2024/25 for the Council and its Committees (the programme). Details of Executive Board/Briefing Meetings and the Lincolnshire Police and Crime Panel Meetings are also shown within the programme for information purposes.
- 1.3** The programme is designed in such a way as to:
- Support effective decision making and reflect reporting relationships between committees, the Council and the Executive Board.
 - Maintain a commitment to set only one meeting per day where possible to reduce the potential for overlap.
 - Provide a variety of meeting days and times (mornings, afternoons and evenings) to enable members to participate in Council business. As per in previous years the December and March Council Meetings are scheduled to take place in the afternoon due to the increased risk of adverse weather conditions during these times of the year.
 - Recognise bank holidays, the August summer holiday period and Christmas period and where possible avoid the scheduling of meetings during these times and other holiday periods.
 - Minimise clashes with meetings at Boston Borough Council and South Holland District Council which are supported by the South and East Lincolnshire Councils Partnership Shared Management Team.
- 1.4** If a Member is unable to attend a Committee Meeting there are provisions within the Council's Constitution which in the majority of cases enables a substitute Member to attend the Meeting.

1.5 The programme provides a clear timetable which supports the decision-making processes within the Council. Care has been taken to ensure that all the necessary business of the Council can be managed within the proposed programme. Extraordinary meetings can be called to deal with urgent business should the need arise.

1.6 On the rare occasions where there is no substantive business for a scheduled meeting or amending the date of a meeting would assist the decision-making body to discharge its responsibilities more effectively, the Council is asked to formally confirm authority for the Chief Executive, following consultation with the relevant Chairman, to cancel a meeting for which an agenda has not yet been published or amend the programme of meetings.

2. CONCLUSION

2.1 The proposed programme will support Council decision making bodies to undertake their business in timely and effective manner.

EXPECTED BENEFITS TO THE PARTNERSHIP

IMPLICATIONS

SOUTH AND EAST LINCOLNSHIRE COUNCILS PARTNERSHIP

The programme has also been developed through the South and East Lincolnshire Councils Partnerships to minimise meeting clashes and support the work of the Partnership.

CORPORATE PRIORITIES

None.

STAFFING

None.

WORKFORCE CAPACITY IMPLICATIONS

None.

CONSTITUTIONAL AND LEGAL IMPLICATIONS

The implications are detailed within the report.

DATA PROTECTION

None.

FINANCIAL

The costs of delivering the Council's Committee Meetings are factored into the approved Council budget. There are additional costs, associated with holding evening meetings as these are out of hours. It is envisaged that these costs will be managed within the service budget.

RISK MANAGEMENT

None.

STAKEHOLDER / CONSULTATION / TIMESCALES

Feedback from Officers, Group Leaders, Committee Chairs and Councillors has been considered when developing the programme. The programme has also been developed through the South and East Lincolnshire Councils Partnership to minimise meeting clashes between the Councils.

REPUTATION

None.

CONTRACTS

None.

CRIME AND DISORDER

None.

EQUALITY AND DIVERSITY/ HUMAN RIGHTS/ SAFEGUARDING

None.

HEALTH AND WELL BEING

None.

CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS

None.

LINKS TO 12 MISSIONS IN THE LEVELLING UP WHITE PAPER

None.

ACRONYMS

None.

APPENDICES

Appendices are listed below and attached to the back of the report: -

APPENDIX A	Programme of Council Meetings 2024/25
------------	---------------------------------------

BACKGROUND PAPERS

No background papers as defined in Section 100D of the Local Government Act 1972 were used in the production of this report.

CHRONOLOGICAL HISTORY OF THIS REPORT

A report on this item has not been previously considered by a Council body.

REPORT APPROVAL

Report author:	John Medler, Assistant Director for Governance and Monitoring Officer John.medler@e-lindsey.gov.uk
Approved for publication:	John Medler, Assistant Director for Governance and Monitoring Officer John.medler@e-lindsey.gov.uk