

Timetable of Meetings 2024/25

For Full Council on Wednesday 3 April 2024

Summary

Report date: 23 February 2024

Lead Member: Cllr Ben Chapelard, Leader of the Council

Lead Director: Lee Colyer, Director of Finance, Policy and Development

Head of Service: Andy Sturtivant, Head of Governance and Democratic Services

Report author: Andy Sturtivant, Head of Governance and Democratic Services

Classification: Public document (non-exempt)

Wards affected: All

Approval timetable	Date
Management Board	Monday 11 March 2024
Top Teams	Wednesday 13 March 2024
Full Council	Wednesday 3 April 2024

Recommendation

Officer recommendation as supported by the Cabinet member:

1. That the Timetable of Meetings 2024/25, set out at **Appendix A** of this report, be agreed.

1. Introduction and background

- 1.1 The Timetable of Meetings 2024/25 (hereinafter referred to as 'the timetable') sets out Council meeting dates for the 2024/25 municipal year.
- 1.2 The timetable includes all public meetings that deal with decision-making, advice-giving, or scrutiny of decisions at Tunbridge Wells Borough Council (hereinafter referred to as 'the Council').
- 1.3 It is good practice that the timetable be agreed in advance to provide members, the public, press and the Council's officers as much notice as possible about when decision-making meetings of the Council will take place.
- 1.4 The timetable may be amended at a future date to take account of any specific circumstances that may arise.

Standing guidelines

- 1.5 The timetable follows a pattern which has been broadly consistent for several years. The following items have been taken into consideration when producing the timetable for the forthcoming year:
 - 1.5.1 No Full Council meetings will be held on public holidays or during school holidays. This will help members of the Council, officers and the public to attend these important meetings at what could otherwise be popular holiday times.
 - 1.5.2 No committee meetings will be held in August (except Planning Committee) or the last half of December and first half of January. This will help members of the Council and officers to plan workloads and take due leave around popular holiday times.

Changes for 2024/25

- 1.6 The number of Cabinet Advisory Boards (CABs) has been reduced from three to two and the names of these will be set following Annual Full Council in May 2024.
- 1.7 General Purposes Committee will be disbanded from May 2024, with its functions passing to either Audit and Governance Committee or Overview and Scrutiny Committee. Therefore, General Purposes Committee is no longer included in the timetable.

- 1.8 The changes set out at 1.6 and 1.7 are as a result of the recommendations in the Governance Review report that was approved by Full Council on Wednesday 28 February 2024.

Other considerations

- 1.9 Meetings may be cancelled or added as necessary with prior notice.

2. Options considered

- 2.1 In selecting a preferred option, three options were considered:
- **Option 1** – approve the timetable set out at **Appendix A** of this report.
 - **Option 2** – approve an alternative schedule.
 - **Option 3** – move to ad-hoc meeting scheduling.

3. Preferred option and reason

- 3.1 It is recommended that **Option 1** set out at 2.1 be approved.
- 3.2 The timetable has been prepared in consultation with Management Board, Heads of Service and the Democratic Services team.
- 3.3 The timetable takes account of tried and tested precedent, practical implications, and helps ensure that the decision-making process is open and transparent.
- 3.4 Ad-hoc scheduling would be inefficient and not transparent.

4. Consultation on options

- 4.1 Council officers and Management Board have been consulted in the preparation of the timetable. Feedback provided has been used to produce the timetable set out at **Appendix A** of this report.

5. Implementation

- 5.1 Meeting dates are published on the Council's website and at the Council's offices in accordance with the Local Government Act 1972 (as amended).

6. Appendices and background documents

Appendices

- Appendix A – Timetable of Meetings 2024/25

Exempt appendices

- None

Background papers

- None

7. Cross cutting issues

A. Legal (including the Human Rights Act)

In accordance with the Local Government Act 1972, the Council must give proper notice and summons of its decision-making meetings and if a proper notice and summons are not issued, then the meeting may not be properly convened and the business transacted of no effect. The Timetable of Meetings 2024/25 assists in the efficient organisation of publication of the notices and summons of meetings and gives officers, members and the public advanced notice (although not legal notice) of meeting dates.

Under schedule 12 of the Local Government Act 1972 the Council must hold its Annual Meeting within 21 days of the retirement of the Councillors in an ordinary election.

There are no consequences arising from the recommendation that adversely affect or interfere with individuals' rights and freedoms as set out in the Human Rights Act 1998.

Claudette Valmond, Head of Legal Partnership, 23 February 2024

B. Finance and Other Resources

The Timetable of Meetings 2024/25 can be delivered within the approved budget and resources.

Lee Colyer, Director of Finance, Policy and Development, 23 February 2024

C. Staffing

No implications.

Andy Sturtivant, Head of Governance and Democratic Services, 23 February 2024

D. Risk Management

No implications.

Andy Sturtivant, Head of Governance and Democratic Services, 23 February 2024

E. Environment (inc. Biodiversity) and Sustainability

No implications.

Andy Sturtivant, Head of Governance and Democratic Services, 23 February 2024

F. Community Safety

No implications.

Andy Sturtivant, Head of Governance and Democratic Services, 23 February 2024

G. Equalities

No implications.

Andy Sturtivant, Head of Governance and Democratic Services, 23 February 2024

H. Data Protection

No implications.

Andy Sturtivant, Data Protection Officer, 23 February 2024

I. Health and Safety

No implications.

Andy Sturtivant, Head of Governance and Democratic Services, 23 February 2024

J. Health and Wellbeing

No implications.

Andy Sturtivant, Head of Governance and Democratic Services, 23 February 2024