



FULL COUNCIL

Wednesday, 24 January 2024

Subject	Calendar of Meetings for 2024 - 2025
Report by	Councillor Caroline Topping Leader of the Council
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Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	Not applicable.
Wards Affected:	All Wards

Purpose and high-level overview

Purpose of Report:

To seek approval for the Calendar of Meetings for the 2024 / 2025 municipal year.

The Calendar of Meetings provides the framework for the democratic and decision-making processes that will underpin the delivery of the key priorities identified within the Council's East Suffolk Strategic Plan.

Approval is also sought to:

1. change the start time of Cabinet meetings from 6.30pm to 6.00pm with effect from, and including, Cabinet on 6 February 2024.
2. change the date of April 2024's Cabinet Meeting. The current date is Tuesday 2 April 2024, immediately following Easter weekend. It is proposed to move the meeting to Tuesday 9 April 2024 to avoid the main Easter holiday week and to assist officers with report preparation and deadlines prior to the Cabinet meeting;

Options:

None. The Calendar of Meetings provides the framework for the Council's democratic and decision-making processes and is a statutory requirement. It also enables all Members of the Council to plan and insert proposed meeting dates in their diaries in advance and allows the public and press to view future meeting dates.

Recommendations:

1. That the Calendar of Meetings for the 2024/2025 Municipal Year, at Appendix A of this report, be approved;
2. That the changing of the start time of Cabinet meetings from 6.30pm to 6.00pm, with effect from, and including, Cabinet on 6 February 2024, be approved; and
3. That moving the Cabinet meeting scheduled for Tuesday 2 April 2024 to Tuesday 9 April 2024 be approved.

Corporate Impact Assessment

Governance:

There are statutory and constitutional requirements to hold Council meetings to formulate decisions and to approve policies / strategies. The publication of Agendas and reports for meetings are undertaken in accordance with statutory requirements.

Meetings have been scheduled to enable effective decision-making whilst making the best use of resources. The meetings have also been programmed to ensure that decision-making is undertaken in a timely way to help with the implementation of Council strategies, plans, priorities and in fulfilling statutory and constitutional obligations.

Publication of the Calendar of Meetings allows the public to know in advance when Council and Committee meetings are being held.

ESC policies and strategies that directly apply to the proposal:

Not applicable

Environmental:

Not applicable

Equalities and Diversity:

Our meetings will be convened in venues that meet the requirements of the Equality Act 2010, in terms of public accessibility, in order to ensure access to Council meetings for all. Both East Suffolk House and Riverside meeting the Equality Act 2010 requirements for public accessibility.

In addition, copies of the Agenda, reports or supporting documentation can be made available in large print, Braille or in a different language, on request.

Financial:

The cost of administering all of the proposed meetings can be met from within existing budgets.

Human Resources:

Not applicable.

ICT:

The public can view Council meetings (including Committees and Sub-Committees) online, via YouTube, when 'open' items of business are being considered. The Agenda and accompanying 'open' reports for meetings are made available to view on the Council's website.

Legal:

There are no further legal comments in addition to those included in the Governance section of this report.

Risk:

Not applicable.

External Consultees:	External consultation is not necessary. However, due care has been taken not to hold meetings at the same time as other nearby local authorities such as Suffolk County Council.
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Strategic Plan Priorities

Select the priorities of the Strategic Plan which are supported by this proposal: <i>(Select only one primary and as many secondary as appropriate)</i>		Primary priority	Secondary priorities
T01	Growing our Economy		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
T02	Enabling our Communities		
P06	Community Partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input type="checkbox"/>
P08	Maximising health, well-being and safety in our District	<input type="checkbox"/>	<input type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input type="checkbox"/>
T03	Maintaining Financial Sustainability		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>
T04	Delivering Digital Transformation		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
T05	Caring for our Environment		
P20	Lead by example	<input type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input type="checkbox"/>
XXX	Governance		
XXX	How ESC governs itself as an authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>How does this proposal support the priorities selected?</p> <p>There are statutory and constitutional requirements to hold Council meetings to formulate decisions and to approve policies / strategies. The publication of Agendas and reports for meetings are undertaken in accordance with statutory requirements.</p>			

Background and Justification for Recommendation

1 Background facts	
1.1	The Calendar of Meetings provides the framework for the Council's democratic and decision-making processes and is a statutory requirement.
1.2	It also enables all Members of the Council to plan and insert proposed meeting dates in their diaries in advance and allows the public and press to view future meeting dates.
1.3	The publication of Agendas and reports for meetings must be undertaken in accordance with statutory requirements.
1.4	It is important that the Council's meetings are programmed to ensure that decision-making is undertaken in a timely way to help with the implementation of Council strategies, plans, priorities and in fulfilling statutory and constitutional obligations.

2 Current position	
2.1	The Council has a current Calendar of Meetings for 2023-24, which was approved by Full Council at its meeting in January 2023. This enabled the effective consideration of Council business and covered the period from May 2023 to May 2024.
2.2	The Chair of the Council / Chair of Committees have the power to call additional or 'Extraordinary' meetings when required, to accommodate urgent or unscheduled items of business or to change a meeting date to reflect unexpected circumstances (eg bad weather etc).

3 How to address current situation	
3.1	It is therefore best practice for Full Council to approve a Calendar of Meetings for 2024-25 (Appendix A), as recommended within the report.
3.2	The Calendar, once approved, will be publicised and will be available to view on the Council's website: www.eastsuffolk.gov.uk
3.3	The meeting papers for Full Council, Cabinet and the Committees are also available to view on the website.
3.4	The majority of the Council's meetings are available to view on the Council's YouTube channel, when 'open' items of business are being considered.
3.5	Approval is also sought in this report to: <ol style="list-style-type: none">1. change the start time of Cabinet meetings from 6.30pm to 6.00pm with effect from, and including, Cabinet on 6 February 2024.2. change the date of April 2024's Cabinet Meeting. The current date is Tuesday 2 April 2024, immediately following Easter weekend. It is proposed to move the meeting to Tuesday 9 April 2024 to avoid the main Easter holiday week and to assist officers with report preparation and deadlines prior to the Cabinet meeting

4	Reason for recommendation
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4.1	To enable the effective scheduling of Council business for 2024/25.
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Appendices

Appendices:	
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Appendix A	The updated Calendar of Meetings for 2023 – 24 included the proposed changes.
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Appendix B	The proposed Calendar of Meetings for 2024-25
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Background reference papers:

None
