



## FULL COUNCIL

Wednesday, 25 January 2023

<b>Subject</b>	Calendar of Meetings for 2023-24
<b>Report by</b>	Councillor Steve Gallant Leader of the Council
<b>Supporting Officer</b>	Chris Bing Monitoring Officer and Head of Legal and Democratic Services <a href="mailto:Chris.bing@eastsoffolk.gov.uk">Chris.bing@eastsoffolk.gov.uk</a> 01394 444408

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is <b>NOT</b> in the public interest to disclose the exempt information.	Not applicable.
<b>Wards Affected:</b>	All Wards

## Purpose and high-level overview

**Purpose of Report:**

To seek approval for the Calendar of Meetings for the 2023 /24 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.

**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.

**Recommendation:**

That the Calendar of Meetings for 2023/24 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 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.

**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.

## Strategic Plan Priorities

Select the priorities of the <a href="#">Strategic Plan</a> which are supported by this proposal: (Select only one primary and as many secondary as appropriate)		Primary priority	Secondary priorities
<b>T01</b>	<b>Growing our Economy</b>		
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"/>
<b>T02</b>	<b>Enabling our Communities</b>		
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"/>
<b>T03</b>	<b>Maintaining Financial Sustainability</b>		
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"/>
<b>T04</b>	<b>Delivering Digital Transformation</b>		
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"/>
<b>T05</b>	<b>Caring for our Environment</b>		
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"/>
<b>XXX</b>	<b>Governance</b>		
XXX	How ESC governs itself as an authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>How does this proposal support the priorities selected?</b>  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.			

## 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 2022-23, which was approved by Full Council at its meeting in January 2022. This enabled the effective consideration of Council business and covered the period from May 2022 to May 2023.
2.2	Previously, the start time of meetings has been standardised in order to give consistency and to accommodate the anticipated volume of business.
2.3	The Chairman of the Council / Chairmen 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 2023-24, 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: <a href="http://www.eastsuffolk.gov.uk">www.eastsuffolk.gov.uk</a>
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.

4 Reason for recommendation	
4.1	To enable the effective scheduling of Council business for 2023/24.

## Appendices

Appendices:	
<b>Appendix A</b>	The proposed Calendar of Meetings for 2023-24
Background reference papers:	
None	