

7. ANNUAL CALENDER OF MEETINGS 2024 (KH)

1. Purpose of the report

To approve a calendar of meetings up to December 2024 and to note the proposed dates for the compulsory planning training and the Member Workshops identified as essential in the Member Learning and Development Plan.

Key Issues

- **At the Annual Meeting each year, the Authority approves the schedule of meetings for the following calendar year. This means that Members and Officers have 18 months of meetings in their diaries and can plan accordingly.**
- **The dates in the proposed calendar of meetings are set around necessary deadlines for finance, audit and performance reporting and take into account other factors such as school holidays and Bank Holidays.**

2. Recommendation

- 1. To approve the Calendar of Meetings for 2024 as set out in Appendix 1 of the report.**

How does this contribute to our policies and legal obligations?

3. One of our Corporate Strategy 2019-24 outcomes states that the Authority is an agile and efficient organisation. Having a calendar of meetings which is set around necessary business reporting deadlines contributes to this.

Background Information

4. The Authority annually agrees the calendar of meetings for a 12-month period following on from the current calendar which has dates set up to December 2023.
5. The proposed calendar for 2024, which takes into account the timing of finance, audit and performance reporting requirements, is set out in Appendix 1 of this report. The calendar includes 2 Authority meetings in July to enable completion of the usual annual meeting business and compliance with financial, audit and performance reporting deadlines.
6. Arrangements for the induction of new Members and the Members' annual tours are also considered in setting the calendar. For completeness, dates allocated at present for Members' briefings, training and other events are also shown. Further dates for briefings and workshops may be added as part of the annual Member learning and development report later this year.

7. Proposals

Members are asked to:

- Approve the calendar of meetings for 2024 as set out in Appendix 1.
- Note the proposed date for the compulsory Planning Training for 2024 and to set aside in diaries one of the dates to guarantee attendance. The proposed dates are 20th September 2024 and 18th October 2024.

- Note the proposed dates for the Member Workshops.

Are there any corporate implications members should be concerned about?

Financial:

8. There are no additional resource implications arising out of the report. As there are time and resource implications for setting up additional meetings the schedule has been set to reflect the known business needs of the organisation rather than a set four to eight weekly cycle of meetings.

Risk Management:

9. There are no risks arising out of the report. Subject to legal requirement about providing adequate notice measures are in place to call additional meetings if it becomes apparent that one is needed and to cancel a meeting if there is insufficient business.

Sustainability:

10. No issues.

Equality, Diversity and Inclusion:

11. No issues

12. Climate Change:

Every meeting of the Authority has its own Carbon footprint in terms of producing meetings papers, providing food and refreshments and where Members use private transport to travel to and from meetings. Scheduling meetings around key business needs and trying to hold several meetings on the same day aims to minimise the impact.

13. Background papers (not previously published)

None

14. Appendices

Appendix 1 - Proposed Calendar of Meetings for 2024.

Report Author, Job Title and Publication Date

Karen Harrison, Democratic and Legal Support Officer, 29th June 2023