

**Name of meeting: Corporate Governance and Audit Committee**

**Date: 11 March 2022**

**Title of report: Dates of Council Meetings – 2022 to 2023 Municipal Year**

**Purpose of report: (Reference to Annual Council)**

**To determine dates and times for meetings of Council for the 2022-2023 municipal year**

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Not applicable
Key Decision - Is it in the <a href="#">Council's Forward Plan (key decisions and private reports)?</a>	No
The Decision - Is it eligible for "call in" by Scrutiny?	No
Signed off by Director	Rachel Spencer-Henshall 1.3.22
Is it also signed off by the Service Director for Financial Management, IT, Risk and Performance?	N/A
Is it also signed off by the Service Director - Legal Governance and Commissioning	Julie Muscroft 24.2.22
Cabinet Member portfolio	Not applicable

**Electoral wards affected: Not applicable**

**Ward councillors consulted: Not applicable**

**Public or Private Status: Public**

**GDPR Implications: Not applicable**

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## 1. Summary

Council Procedure Rule 2 (1) advises that the dates of ordinary Council Meetings in each Municipal Year will be determined by the Council following recommendations made by the Corporate Governance and Audit Committee.

Council Procedure Rule 5(1) states that there shall be two types of Ordinary meeting of the Council, one which focuses on Holding the Executive to Account, and the other for Key Discussions. No less than four ordinary meetings must be designated as Holding the Executive to Account.

The following dates/times are proposed, all meetings to be held at 5.30pm.

The meeting of Annual Council, scheduled for 14 May 2023, will commence (with a civic ceremony) at 12.30pm.

In addition to the meetings as set out below a new Council Procedure Rule 5(6) was added to the constitution last year which requires that there shall be [at least] one meeting of Council convened each Municipal Year at which the Elected Mayor of the West Yorkshire Combined Authority (WYCA) shall attend to discuss and report back on their work programme and outcomes. This meeting or meetings may either be added to the Council's Municipal Calendar of meetings during the 2022-2023 municipal year or before annual council through this committee, or included below depending on items of business.

Date	Council Meeting
2022	
Wednesday 13 <sup>th</sup> July	Holding Executive to Account
Wednesday 7 <sup>th</sup> September	Key Discussion
Wednesday 12 <sup>th</sup> October	Holding Executive to Account
Wednesday 9 <sup>th</sup> November	Key Discussion
Wednesday 7 <sup>th</sup> December	Holding Executive to Account
2023	
Wednesday 11 <sup>th</sup> January	Key Discussion
Wednesday 22 <sup>nd</sup> February	Budget Council
Wednesday 15 <sup>th</sup> March	Holding Executive to Account
Wednesday 24 <sup>th</sup> May	Annual Council

**2. Information required to take a decision**

Not applicable

**3. Implications for the Council**

**3.1 Working with People**

Not applicable

**3.2 Working with Partners**

Not applicable

**3.3 Place Based Working**

Not applicable

**3.4 Climate Change and Air Quality**

Not applicable

**3.5 Improving Outcomes for Children**

Not applicable

**4. Consultees**

- Group Leaders have been advised of the proposed dates.

**5. Next steps**

That the report be submitted to the Meeting of Annual Council on 25 May 2022 seeking approval of the proposed dates for the 2022/2023 municipal year.

**6. Officer recommendation**

That the schedule of Council meetings for the 2022-2023 municipal year be submitted to the meeting of Annual Council on 25 May 2022 with a recommendation of approval Committee note that a date or dates to comply with CPR 5(6) will follow later and/or will be included as part of one or more of the meetings listed above.

**7. Cabinet portfolio holder recommendation**

Not applicable.

**8. Contact officer**

Samantha Lawton, Head of Governance

**9. Background Papers and History of Decisions**

Not applicable.

**10. Service Director responsible**

Julie Muscroft, Service Director - Legal, Governance and Commissioning