

Name of meeting: Annual Council (Reference from Corporate Governance and Audit Committee)

Date: 25 May 2022

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

Purpose of report: 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 Council's Forward Plan (key decisions and private reports) ?	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

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 24 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 th July	Holding Executive to Account
Wednesday 7 th September	Key Discussion
Wednesday 12 th October	Holding Executive to Account
Wednesday 9 th November	Key Discussion
Wednesday 7 th December	Holding Executive to Account
2023	
Wednesday 11 th January	Key Discussion
Wednesday 22 nd February	Budget Council
Wednesday 15 th March	Holding Executive to Account
Wednesday 24 th 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.
- Corporate Governance and Audit Committee – 11 March 2022 (recommended that the proposed dates be approved)

5. Next steps

That, subject to approval, proposed dates for the 2022/2023 municipal year be confirmed.

6. Officer recommendation

That the schedule of Council meetings for the 2022-2023 municipal year be approved.

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