

Name of meeting: Council

(Reference from Corporate Governance and Audit Committee – 10 February 2023)

Date: 22 February 2023

Title of report: Dates of Council Meetings – 2023 to 2024 Municipal Year

Purpose of report: To determine dates and times for meetings of Council for the 2023-2024 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 31.1.23
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 1.2.23
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. Council Procedure Rule 5(6) sets out the requirement that the Elected Mayor of West Yorkshire Combined Authority shall attend at least one meeting each municipal year.

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

The meeting of Annual Council, scheduled for 22 May 2024, will commence (with a civic ceremony) at 12.30pm.

Date	Council Meeting
2023	
Wednesday 12th July	Holding Executive to Account
Wednesday 13th September	Key Discussion
Wednesday 18th October	Holding Executive to Account
Wednesday 15th November	Key Discussion
Wednesday 13th December	Holding Executive to Account
2024	
Wednesday 17th January	Key Discussion
Wednesday 7th February	Holding Executive to Account
Wednesday 6th March	Budget Council
Wednesday 22nd 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.
- The report was considered by Corporate Governance and Audit Committee on 10 February 2023, and it was agreed that it be submitted to Council with a recommendation that the dates, as listed, be approved.

5. Next steps

That the proposed dates for the 2023-2024 municipal year be confirmed for the municipal calendar.

6. Officer recommendation

- 1) That the schedule of Council meetings for the 2023-2024 municipal year be approved.
- 2) That the requirements of Council Procedure Rule 5(6) will be complied with either by adding an additional meeting date, or being included within one of the meetings listed.

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