

Name of meeting: Corporate Governance and Audit Committee

(Reference to Council – 7 February 2024)

Date: 19 January 2024

Title of report: Dates of Council Meetings – 2024 to 2025 Municipal Year

Purpose of report: To determine dates and times for meetings of Council for the 2024-2025 municipal year

Key Decision - Is it likely to result in spending or saving £500k 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 18/12/23
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 18/12/23
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 21 May 2025, will commence (with a civic ceremony) at 12.30pm.

Date	Council Meeting
2024	
Wednesday 17th July	Holding Executive to Account
Wednesday 18th September	Key Discussion
Wednesday 16th October	Holding Executive to Account
Wednesday 13th November	Key Discussion
Wednesday 11th December	Holding Executive to Account
2025	
Wednesday 15th January	Key Discussion
Wednesday 12th February	Holding Executive to Account
Wednesday 5th March	Budget Council
Wednesday 21st 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 proposed dates for the 2024-2025 municipal year be considered by Council.

6. Officer recommendation

That the schedule of Council meetings for the 2024-2025 municipal year be submitted to the Meeting of Council on 7 February 2024 with a recommendation of approval.

7. Cabinet portfolio holder recommendation

Not applicable.

8. Contact officer

Leigh Webb, Acting Head of Governance

9. Background Papers and History of Decisions

Not applicable.

10. Service Director responsible

Julie Muscroft, Service Director - Legal, Governance and Commissioning