

**Dates of Council Meetings – 2024/2025 Municipal Year (Reference from Corporate Governance and Audit Committee)**

<b>Meeting:</b>	<b>Council - 7 February 2024</b>
<b>Cabinet Member:</b>	<b>Not applicable (Non executive decision)</b>
<b>Key Decision: Eligible for Call In:</b>	<b>No No</b>
<b>Purpose of Report</b>	
<b>To determine dates and times for Meetings of Council for the 2024/2025 Municipal Year.</b>	
<b>Recommendation – That the schedule of Council Meetings for the 2024/2025 Municipal Year be approved.</b>	
<b>Reasons for Recommendation – To enable the scheduling of forthcoming meetings of Council.</b>	
<b>Resource Implications: Not applicable</b>	
<b>Date signed off by <u>Strategic Director</u> &amp; name</b>	<b>Rachel Spencer Henshall 3/1/24</b>
<b>Is it also signed off by the Service Director for Finance?</b>	<b>Not applicable</b>
<b>Is it also signed off by the Service Director for Legal Governance and Commissioning?</b>	<b>Julie Muscroft 3/1/24</b>

**Electoral wards affected: Not applicable**

**Ward councillors consulted: Not applicable**

**Public or private: Public**

**Has GDPR been considered? Not applicable**

## 1. Executive 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**
- 3.6 **Financial Implications – Not applicable**
- 3.7 **Legal Implications - Not applicable**
- 3.8 **Other (eg Risk, Integrated Impact Assessment or Human Resources)**
- 4. **Consultation – Group Leaders have been advised of the proposed dates. The report was considered by Corporate Governance and Audit Committee on 19 January 2024 and is referred to Council with a recommendation of approval.**
- 5. **Engagement – Not applicable**
- 6. **Options**
  - 6.1 **Options considered – Not applicable**
  - 6.2 **Reasons for recommended option - Not applicable**
- 7. **Next steps and timelines - That the proposed dates be confirmed for the 2024/2025 Municipal Diary.**
- 8. **Contact officer – Leigh Webb, Acting Head of Governance**
- 9. **Background Papers and History of Decisions – Not applicable**
- 10. **Appendices – Not applicable**
- 11. **Service Director responsible – Julie Muscroft (Service Director – Legal, Governance and Commissioning)**