

**Dates of Council Meetings – Proposal for Additional Council Meeting (Reference from Corporate Governance and Audit Committee)**

<b>Meeting:</b>	<b>Council – 5 March 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>  To consider a proposal for an additional meeting of Council during the current 2024/2025 Municipal Year.  The report was considered at the meeting of Corporate Governance and Audit Committee on 21 February 2025.	
<b>Recommendation</b> – That an additional meeting of Council be scheduled to take place on April 23rd 2025 at 5.30pm and that authority be delegated to the Chief Executive, in consultation with Group Leaders, to determine whether the meeting is designated as a Key Discussion or Holding Executive to Account meeting.  <b>Reasons for Recommendation</b> – To allow for an additional ordinary meeting of Council to take place prior to the end of the Municipal Year.	
<b>Resource Implications:</b> The overall cost of facilitating an extra meeting of Full Council is approximately £1500	
<b>Date signed off by <u>Strategic Director</u> &amp; name</b>  <b>Is it also signed off by the Service Director for Finance?</b>  <b>Is it also signed off by the Service Director for Legal Governance and Commissioning?</b>	<b>Rachel Spencer Henshall - 10.02.2025</b>  <b>Not applicable</b>  <b>Samantha Lawton - 05.10.2025</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. The dates of Council meetings for 2024/25 were approved by Council on 7 February 2024, following consideration by this Committee on 19 January 2024.

Council Procedure Rule 2(1) further advises that any changes to the agreed schedule of Council meetings requires the agreement of Council following a proposal from the Corporate Governance and Audit Committee.

Following discussion at the last meeting of this Committee, held on 31 January 2025, it is proposed to hold an additional meeting on April 23<sup>rd</sup> 2025 at 5.30pm. As there are no elections scheduled for May 2025, the proposed date is not in conflict with rules and guidance in respect of the pre-election period which are normally a consideration for meetings proposed in April.

There are two types of ordinary meetings of the Council, one which focuses on Holding the Executive to Account (HEA) and one which focuses on Key Discussions. During the current Municipal Year the minimum requirement of 4 HEA meetings has been met and the designation of the meeting type for any additional meeting will be set by the Chief Executive in consultation with Group Leaders.

A further report setting out the proposed Council meeting dates for the 2025/26 Municipal year will be submitted to the Corporate Governance and Audit Committee on 25 April 2025.

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

Not applicable

### **3. Implications for the Council**

3.1 **Council Plan** – Not applicable

3.2 **Financial implications** – Not applicable

3.3 **Legal implications** – Not applicable

3.4 **Other (eg Risk, Integrated Impact Assessment or Human Resources)**

4. **Consultation** –

5. **Engagement** – Not applicable

6. **Options**

- 6.1 **Options considered – Not applicable**
- 6.2 **Reasons for recommended option** - To allow for an extra meeting of Council to take place in April and thus reduce the gap between ordinary business meetings of Council.
7. **Next steps and timelines** - Subject to approval, arrangements will be put in place for a meeting of Council to take place on Wednesday 23 April 2025, commencing 5.30pm.
8. **Contact officer** – Leigh Webb, Head of Governance
9. **Background Papers and History of Decisions** – Dates of Council Meetings – 2024 to 2025 Municipal Year [summary report template](#)
10. **Appendices** – Not applicable
11. **Service Director responsible** – Samantha Lawton (Service Director – Legal, Governance and Commissioning)