

**Dates of Council Meetings – 2025/2026 Municipal Year (Reference to Council)**

<b>Meeting:</b>	<b>Corporate Governance and Audit Committee – 25 April 2025</b>
<b>Cabinet Member:</b>	<b>Not applicable (Non executive decision)</b>
<b>Key Decision:</b> <b>Eligible for Call In:</b>	<b>No</b> <b>No</b>
<b>Purpose of Report</b>	
To determine dates and times for Meetings of Council for the 2025/2026 Municipal Year.	
<b>Recommendation – That the schedule of Council Meetings for the 2025/2026 Municipal Year be submitted to Council with a recommendation of approval.</b>	
<b>Reasons for Recommendation – To enable the scheduling of forthcoming meetings of Council.</b>	
<b>Resource Implications:</b> The overall cost of facilitating each meeting of Full Council is approximately £1500	
<b>Date signed off by <u>Strategic Director</u> &amp; name</b>	<b>Rachel Spencer Henshall 26.03.25</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>Samantha Lawton 26.03.25</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.

Following the request from this committee to reduce the gap in ordinary meetings of the Council between February and July, dates have been scheduled taking into account the start of the pre-election period for the 2026 elections, which will commence on 12 March 2026. Having the budget meeting revert to February, allows an ordinary Council meeting to be held in March in advance of the pre-election period.

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

The meeting of Annual Council, scheduled for 20 May 2026, will commence (with a civic ceremony) at 12.30pm.

Date	Council Meeting
2025	
Wednesday 16th July	Holding Executive to Account
Wednesday 17th September	Key Discussion
Wednesday 15th October	Holding Executive to Account
Wednesday 12th November	Key Discussion
Wednesday 10th December	Holding Executive to Account
2026	
Wednesday 21st January	Key Discussion
Wednesday 25th February	Budget Council
Wednesday 11th March	Holding Executive to Account
Wednesday 20th May	Annual Council

2. **Information required to take a decision**  
Not applicable
3. **Implications for the Council**
  - 3.1 **Council Plan – Not applicable**
  - 3.2 **Financial implications** – The cost of facilitating each Council meeting is approximately £1500. Any additional meetings would need to factor in this extra cost.
  - 3.3 **Legal implications – Not applicable**
  - 3.4 **Other (eg Risk, Integrated Impact Assessment or Human Resources)**
4. **Consultation – Group Leaders have been advised of the proposed dates.**
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** – Subject to approval the proposed dates will be submitted to the Annual Meeting of Council to be confirmed for the 2025/2026 Municipal Diary.
8. **Contact officer – Leigh Webb, Head of Governance**
9. **Background Papers and History of Decisions – Not applicable**
10. **Appendices – Not applicable**
11. **Service Director responsible – Samantha Lawton (Service Director – Legal, Governance and Commissioning)**