

Calendar of Meetings: 2023 to 2024

Report number:	COU/WS/23/004	
Report to and date:	Council	21 February 2023
Cabinet member:	Councillor Carol Bull Portfolio Holder for Governance Tel: 01953 681513 Email: carol.bull@westsuffolk.gov.uk	
Lead officer:	Jen Eves Director (HR, Governance and Regulatory) Tel: 01284 757015 Email: jennifer.eves@westsuffolk.gov.uk	

Decisions Plan: **Not applicable as this is not an Executive matter**

Wards impacted: **Not applicable**

Recommendation: **It is recommended that the Calendar of Meetings 2023 to 2024, as attached at Appendix A to Report number: COU/WS/23/004, be approved.**

1. Context to this report

- 1.1 Each year, the Council adopts a calendar of meetings for the forthcoming municipal year (May 2023 to May 2024).

2. Proposals within this report

- 2.1 The proposed calendar is attached at Appendix A. Where possible, the calendar takes into account known events which have a widespread impact such as school holidays.
- 2.2 No venues are stipulated on the calendar. Under current legislation some meetings are able to be operated entirely virtually (for example, Staff Consultative Panel, Financial Resilience Sub-Committee etc) and it is envisaged that will continue and will be at the discretion of the Chair of the meeting.
- 2.3 It is also important to note that a corporate hybrid meetings/audio visual equipment project is currently still ongoing (at the time of writing this report) and the outcome of this may influence future meeting operation.
- 2.4 Members will recall that as part of the production of the current year's calendar Democratic Services compiled data in respect of West Suffolk Council meeting figures and carried out a comparison exercise with other neighbouring authorities.
- 2.5 As a result of which the calendar for 2022 to 2023 was proposed and contained some changes to the previous operation of meetings; for example, scheduling reserve dates of full Council and Cabinet.
- 2.6 These changes worked well and are again proposed as part of the 2023 to 2024 calendar.
- 2.7 Those meetings that are scheduled on an "as required" basis will continue to be scheduled and publicised as normal and members will continue to receive notification of these in accordance with current processes.
- 2.8 The District Elections are to be held on 4 May 2023 and the Annual Meeting of Council following the elections will be on 23 May 2023. It is therefore suggested that the first post-election Cabinet meeting be held on 13 June 2023 instead of 30 May 2023, as previously approved as part of the 2022 to 2023 calendar of meetings.

3. Alternative options that have been considered

- 3.1 None.

4. Consultation and engagement undertaken

4.1 Leadership Team and the Cabinet considered the draft calendar during December 2022 and January 2023.

4.2 All town councils in West Suffolk and Suffolk County Council were contacted to source dates of their full Council meetings. The majority of town councils are yet to have set their meetings beyond May 2023, and these will be added to the calendar once known.

5. Risks associated with the proposals

5.1 Publication of the calendar of meetings ensures that members and the public are aware of forthcoming meeting dates, minimising the risk that they cannot attend and participate in the work of the Council.

6. Implications arising from the proposals

6.1 None.

7. Appendices referenced in this report

7.1 Appendix A: Calendar of Meetings 2023-2024

8. Background documents associated with this report

8.1 None