

COUNCIL

19 JANUARY 2023

SCHEDULE OF MEETINGS 2023/24

Report from: Neil Davies, Chief Executive

Author: Wayne Hemingway, Head of Democratic Services

Summary

This report asks the Council to consider a provisional programme of meetings for the 2023/24 municipal year, as set out in Appendix 1, for recommendation to the Annual Meeting of the Council on 24 May 2023.

1. Budget and policy framework

1.1. The programme of ordinary Council and Committee meetings is a matter for formal approval by the Council at its annual meeting in May each year.

2. Background

2.1. The Council is being asked to consider a draft programme of Council and Committee meetings for the 2023/24 municipal year in advance of a decision being made at the Annual Meeting of the Council in May, in order to provide some certainty for Members on the schedule of dates for key meetings during 2023/24.

2.2. The proposed schedule of meetings for 2023/24 is attached at Appendix 1 and is broadly consistent with the pattern and frequency of meetings in 2022/23. There may be some changes following the outcome of the local elections on 4 May 2023. Any proposed changes and the final version of the timetable of meetings will be reported to the Annual Meeting of the Council on 24 May 2023 for approval.

3. Risk management

3.1. There are no risk management implications arising at this stage from this report.

4. Consultation

- 4.1. Group Whips, Directors, and other lead officers from each Directorate have been consulted on the proposed meetings schedule. Group Leaders have also been kept informed as the timetable for 2023/24 has been developed.

5. Financial and legal implications

- 5.1. The current number and pattern of member level meetings and activity reflects the staffing capacity within the existing Democratic Services structure. Any increase in the overall number of meetings could not be achieved without a commensurate increase in staffing resources in Democratic Services.

6. Recommendation

- 6.1. The Council is asked to agree a provisional programme of Council and Committee meetings for 2023/24 as set out in Appendix 1 to the report for recommendation to the Annual Meeting of the Council on 24 May 2023.

Lead officer contact

Wayne Hemingway, Head of Democratic Services

Telephone: 01634 332509

Email: wayne.hemingway@medway.gov.uk

Appendices

Appendix 1 – Draft schedule of meetings 2023/2024

Background papers

None