



**Brighton & Hove
City Council**

COUNCIL ADDENDUM 1

4.30PM, THURSDAY, 19 DECEMBER 2024

COUNCIL CHAMBER, HOVE TOWN HALL

ADDENDUM

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Council

Agenda Item 60

Subject: Timetable of Meetings for 2025/26

Date of meeting: 19 December 2024

Report of: Chief Executive

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Ward(s) affected: All

1. Purpose of the report and policy context

1.1 To consider the proposed schedule of meetings for the municipal year 2025/26 (see appendix 1) based on the current meetings timetable.

2. Recommendations

2.1 That the proposed timetable of meetings for the 2025/26 municipal year be agreed; subject to any necessary amendments following changes to the Constitution and/or committees' requirements.

3. Context and background information

3.1 The report outlines the proposed schedule of meetings for 2025/26 and enables Members and members of the public to identify when various meetings are scheduled throughout the year.

4. Analysis and consideration of alternative options

4.1 The proposed timetable for 2025/26 maintains a similar cycle of meetings to those in 2024/25. In summary, the proposals are: -

Full Council:

5 Ordinary Council meetings,
plus the Annual Council and Budget Council 7 meetings in total

Executive

Cabinet: 11 meetings

Regulatory Committees:

Planning: 12 meetings

Audit, Standards & General Purpose:	4 meetings
Licensing:	3 meetings
 <u>Sub-Committees:</u>	
Licensing Panels: (per month)	As required (avg. 3)
 <u>Scrutiny Committees:</u>	
People Overview & Scrutiny:	4 meetings
Place Overview & Scrutiny:	4 meetings
Health Overview & Scrutiny:	4 meetings
 <u>Forums/Other Bodies:</u>	
Corporate Parenting Board:	4 meetings
Limited Liability Partnership Board	Quarterly
 <u>Partnerships:</u>	
Greater Brighton Economic Board	Quarterly
Health & Wellbeing Board:	4 meetings

4.2 The proposed timetable for 2025/26 provides for a total of 11 Executive meetings, 19 committee meetings, 12 Scrutiny meetings, 16 partnership and board meetings, excluding the number of licensing panels. (see Appendix 1).

5. **Governing Principles for the Meetings Timetable**

5.1 The following guidelines have been applied in reviewing the meetings timetable:

- As far as possible clashes of meetings have been avoided. However, inevitably, given the constraints of avoiding public/religious holidays and the number of meetings to be accommodated on specific days of the week, there are occasions where there are overlaps of meetings.
- What appear at the moment to be “free” days will be filled by Licensing Panel hearings and the various Cabinet and Scrutiny meetings and political group meetings.
- As far as possible meetings have not been scheduled on Fridays.
- As far as possible religious holidays have been avoided, although it has not been possible to keep those weeks completely clear.

5.2 The schedule of Council, Cabinet, Scrutiny and Committee meetings is designed to ensure that:

- Cabinet, Committee and Scrutiny reports can be received without undue delay;

- Consideration of the various plans and strategies to be adopted by Full Council can be accommodated;
- There is scope to accommodate city-wide debates if necessary; and
- Public interest and participation through questions, deputations, petitions and petition debates continues to be facilitated.

5.3 The Scrutiny Committees are programmed to meet quarterly in line with the Overview and Scrutiny rules.

5.4 Whilst every effort will be made to keep meetings on the dates listed there may be a need to alter them, and additional meetings may be required for dedicated debates on key issues or particular plans and strategies.

5.5 As usual, a number of further meetings, which are not part of the Council's formal meetings cycle, have been programmed to meet on a regular basis.

6. Community engagement and consultation

6.1 Lead Members, Corporate Directors and appropriate officers have been consulted on the proposed timetable and appropriate committee and council dates set to meet statutory requirements e.g. Budget Council.

7. Financial implications

7.1 There are no additional financial implications arising from the recommendation in this report. The costs of running the meetings in accordance with the proposed timetable will be met from within existing budgets.

Name of finance officer consulted: Ishemupenyu Chagonda
Date consulted 11/12/2024

8. Legal implications

8.1 The proposed timetable of meetings does not prevent the calling of Special Meetings or the use of Urgency Sub-Committee meetings should circumstances arise. However, it does enable an organized scheduling of meetings to be maintained throughout the municipal year.

8.2 The proposed timetable allows for continued compliance with the Access to Information Procedure Rules set out in Part 3E of the Constitution.

Name of lawyer consulted: Elizabeth Culbert
Date consulted 12/12/2024

9. Equalities implications

- 9.1 The majority of meetings are scheduled to encourage public attendance and interest. Holiday periods are also avoided as far as is feasible.
- 9.2 Meetings will be held in a hybrid format where possible, enabling both in person and virtual public engagement. Where regulations have allowed, for example with Licensing Panels and School Appeals meetings have continued to be held virtually.

10. Sustainability implications

- 10.1 There are no sustainability implications arising from the report and the ability to have hybrid meetings as reduced the impact on people having to attend in person.

11. Other Implications

11.1 Crime & disorder implications:

- 11.2 There are no direct crime & disorder implications arising from the report, however considerations are taken into account for each meeting, along with risk assessments and security arrangements are put in place accordingly.

11.3 Public Health Implications:

- 11.4 There are no public health implications in the report and all venues to be used have been assessed for access, hearing loops and health and safety measures.

11.5 Corporate / Citywide Implications:

- 11.6 The scheduling of meetings accommodates the Council priority for open and effective city leadership.

12. Conclusion

- 12.1 The timetable enables Members and members of the public to identify when various meetings are scheduled throughout the year and for the Council and officers to schedule coordinated and effective decision making.

Supporting Documentation

1. Appendices

- 1. Proposed timetable of meetings for 2025-2026

Timetable of meetings 2025/26

BRIGHTON & HOVE CITY COUNCIL

TIMETABLE OF MEETINGS

2025/2026

Timetable of meetings 2025/26

May 2025				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7 Planning Committee, 2PM	8	9
12	13	14	15 Cabinet, 2PM	16
19	20	21	22 Annual Council, 4.30PM, 4.30PM	23
26	27	28	29	30
Early May Bank Holiday: Monday 5 th May 2025 Spring Bank Holiday: Monday 26 th May 2025 School Holidays – Tuesday 27 th - Friday 30 th May 2025				

Timetable of meetings 2025/26

June 2025				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3 Corporate Parenting Board 4PM	4 Planning Committee, 2PM	5	6
9	10 Housing Management Panel: North	11 Housing Management Panel: East	12	13
16	17 Housing Management Panel: Central	18 Housing Management Panel: West	19 Licensing Committee	20
23	24 Audit, Standards & General Purposes Committee	25	26 Cabinet, 2PM	27
30				

Timetable of meetings 2025/26

July 2025				
Monday	Tuesday	Wednesday	Thursday	Friday
	1 LGA Conference	2 LGA Conference Planning Committee, 2PM	3 LGA Conference	4
7	8 People Overview & Scrutiny	9 Health Overview & Scrutiny Committee	10 Council, 4.30PM	11
14	15 Greater Brighton Economic Board	16 Place Overview & Scrutiny	17 Cabinet, 2PM	18
21	22 Health & Wellbeing Board	23	24	25
28	29	30	31	
School Holidays: Wednesday 23 rd July – Tuesday 2 nd September 2025				

Timetable of meetings 2025/26

August 2025				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6 Planning Committee, 2PM	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
School Holidays: Wednesday 23 rd July – Tuesday 2 nd September 2025 Summer Bank Holiday: Monday 25 th August 2025				

Timetable of meetings 2025/26

September 2025				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3 Planning Committee, 2PM	4	5
8	9 Housing Management Panel: North	10 Housing Management Panel: East	11	12 Limited Liability Partnership Board 3PM
15	16 Health & Wellbeing Board Housing Management Panel: Central	17 Housing Management Panel: West	18	19
22	23 Audit, Standards & General Purposes Committee	24 Corporate Parenting Board 4PM	25 Cabinet, 2PM	26
29	30			
School Holidays: Wednesday 23 rd July – Tuesday 2 nd September 2025 Inset Day for Most Schools: Wednesday 3 rd September 2025				

Timetable of meetings 2025/26

October 2025				
Monday	Tuesday	Wednesday	Thursday	Friday
		1 Planning Committee, 2PM	2	3
6	7	8 People Overview & Scrutiny	9 Licensing Committee	10
13	14 Place Overview & Scrutiny Greater Brighton Economic Board	15 Greater Brighton Economic Board	16 Cabinet, 2PM	17
20	21	22	23 Council, 4.30PM	24
27	28	29	30	31
School Holidays: Monday 27 th – Friday 31 st October 2025				

Timetable of meetings 2025/26

Timetable of meetings 2025/26

November 2025

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5 Planning Committee, 2PM	6	7
10	11	12	13 Cabinet, 2PM	14 Limited Liability Partnership Board 3PM
17	18 Corporate Parenting Board 4PM Housing Management Panel: North	19 Health Overview & Scrutiny Committee Housing Management Panel: East	20	21
24	25 Housing Management Panel: Central	26 Housing Management Panel: West	27	28

Timetable of meetings 2025/26

December 2025				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3 Planning Committee, 2PM	4	5
8	9	10	11 Cabinet, 2PM	12
15	16 Health & Wellbeing Board	17	18 Council, 4.30PM	19
22	23	24	25	26
29	30	31		
School Holidays: Monday 22 nd December 2025 – Friday 2 nd January 2026 Christmas Day: Thursday 25 th December 2025 Boxing Day: Friday 26 th December 2025				

Timetable of meetings 2025/26

January 2026				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7 Planning Committee, 2PM	8	9
12	13	14	15	16
19	20	21 Place Overview & Scrutiny	22 Cabinet, 2PM	23
26	27 Greater Brighton Economic Board Audit, Standards & General Purposes Committee	28 People Overview & Scrutiny	29 Council, 4.30PM	30
School Holidays: Monday 22 nd December 2025 – Friday 2 nd January 2026 New Year's Day: Thursday 1 st January 2026				

Timetable of meetings 2025/26

February 2026				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4 Planning Committee, 2PM	5 Licensing Committee	6
9 Labour LGC (8-9 th)	10 Corporate Parenting Board 4PM	11 Health Overview & Scrutiny Committee	12 Cabinet, 2PM	13 Limited Liability Partnership Board 3PM
16	17	18	19	20
23	24	25	26 Budget Council, 4.30PM	27
School Holidays: Monday 16 th – Friday 20 th February 2025				

Timetable of meetings 2025/26

March 2026				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3 Health & Wellbeing Board	4 Planning Committee, 2PM	5	6
9	10 Housing Management Panel: North	11 Housing Management Panel: East	12	13
16	17 People Overview & Scrutiny Housing Management Panel: Central	18 Housing Management Panel: West	19 Cabinet, 2PM	20
23	24 Greater Brighton Economic Board Place Overview & Scrutiny	25	26 Council, 4.30PM	27
30	31			

Timetable of meetings 2025/26

School Holidays: Monday 30th March – Friday 10th April 2026

Timetable of meetings 2025/26

April 2026				
Monday	Tuesday	Wednesday	Thursday	Friday
		1 Planning Committee, 2PM	2	3
6	7	8	9	10
13	14	15	16	17
20	21 Audit, Standards & General Purposes Committee	22 Health Overview & Scrutiny Committee	23 Cabinet, 2PM	24
27	28	29	30	
School Holidays: Monday 30 th March – Friday 10 th April 2026 Good Friday: Friday 3 rd April 2026 Easter Monday: Monday 6 th April 2026				

Timetable of meetings 2025/26

May 2026				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6 Planning Committee, 2PM	7	8
11	12	13	14 Cabinet, 2PM	15 Limited Liability Partnership Board 3PM
18	19	20	21 Annual Council, 4.30PM	22
25	26	27	28	29
Early May Bank Holiday: Monday 4 th May 2026 Spring Bank Holiday: Monday 25 th May 2026 School Holidays: Tuesday 26 th – Friday 29 th May 2026				