

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