

Subject: **Timetable of Meetings for 2026/27**

Date of meeting: **29 January 2026**

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 2026/27 (see appendix 1) based on the current meetings timetable.

2. Recommendations

2.1 That the proposed timetable of meetings for the 2026/27 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 2026/27 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 2026/27 maintains a similar cycle of meetings to those in 2025/26. 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:	5 meetings
Place Overview & Scrutiny:	5 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 2026/27 provides for a total of 11 Cabinet meetings, 19 committee meetings, 14 Overview & Scrutiny meetings (excluding Task & Finish Groups), 16 partnership and board meetings (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, any additional Cabinet or Scrutiny meetings required 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 Cabinet meeting dates are included in Appendix 1 with the meeting start time to be confirmed. The intention is to bring the start time for the meeting forward and this will be confirmed alongside the confirmation in relation to full Council meeting start times.

5.4 The number of Overview & Scrutiny Committees had been increased in the 2025/26 municipal year in accordance with the decision of full Council.

5.5 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.

5.6 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.

6.2 All Members have been consulted, via a survey, on proposals to alternate the scheduled start times of Full Council meetings. This consultation is ongoing and the timing of full Council meetings will be confirmed by the Head of Democratic Services once the consultation has concluded.

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 19/01/2026

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 21 January 2026

9. Equalities implications

- 9.1 Public attendance and interest is encouraged at Council meetings held in public. Holiday periods are avoided as far as is feasible. Members of the public are invited to attend either in person or online, or if this is not possible, ward Cllrs or others are able to present questions on their behalf at full Council meetings. All arrangements for attendance and submission of items are set out in the Council's Constitution and on the Council's website.
- 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 2026-2027

