

Harborough District Council



Report to the Annual Council Meeting of 20 May 2024

Title:	Draft Rota of Meetings 2024 – 2025
Status:	Public
Key Decision:	N/A
Report Author:	Sarah Hamilton, Interim Senior Democratic Officer and Team Leader
Portfolio Holder:	Councillor Paul Beadle
Appendices:	Appendix A - Rota of Meetings June 2024 – May 2025 Calendar View (To Follow)

Summary

The report asks the Council to review and agree the Draft Rota of Meetings for the municipal year 2024 – 2025.

Recommendations

1. That the Draft Rota of Meetings, June 2024 – May 2025 be adopted and implemented.

Reasons for Recommendations

- i. Procedure Rule 4.1.9.18 of Part 4 of the Council's Constitution states that the meeting of Annual Council will "... approve a programme of ordinary meetings of the Council for the year ...".

1. Purpose of Report

To consider the Draft Rota of Meetings for June 2024 – May 2025 as attached at Appendix A.

2. Background

The Council's Constitution requires that at its Annual Meeting the Council agrees a Rota of Committee, Cabinet and Council meetings for the next municipal year. At the Annual Council

Meeting of 15th May 2023, the Draft Rota of Meetings was agreed for the period up to and including May 2024.

3. Details

Council is asked to note the following information in relation to the Rota;

- 3.1. The Draft Rota for the municipal year 2024-2025 has been produced in a calendar view and once approved will be produced in a list view for accessibility.
- 3.2. The meeting dates allocated for the Budget Council in 2025 have been scheduled to take place after the County Council budget meeting dates.
- 3.3. The recess break in August, and where possible, school holidays, have been observed, and key dates are noted on the calendar.

4. Implications of Decisions

Corporate Priorities

- 4.1. The formal decision-making process supports all the corporate priorities.

Financial

- 4.2. The Rota of Meetings is designed to facilitate and encourage efficient government working. It will reflect the working needs of the Council, and facilitate efficient and appropriate use of resources.
- 4.3. Further resource implications will be directly addressed in accordance with each respective meeting.

Consultation

- 4.4. Key officers and stakeholders have been consulted on the timing of meetings

Legal

- 4.5. Procedure Rule 1.1 Part 1(i) of Part 4 of the Council's Constitution states that the meeting of Annual Council will "... approve a programme of ordinary meetings of the Council for the year ...".

Policy

- 4.6. None in the context of this report.

Environmental Implications

- 4.7. None in the context of this report.

Risk Management

4.8. None in the context of this report.

Equalities Impact

4.9. None in the context of this report.

Data Protection

4.10. None in the context of this report.

5. Alternative options considered

5.1. Key officers have been consulted on the Draft Rota to ensure it meets legislative requirements and options for alternative dates reviewed before the final rota was agreed for proposal to council.

6. Recommendation

6.1. That the Draft Rota of Meetings, June 2024 – May 2025 be adopted and implemented.

7. Background papers

7.1. None.