

Guildford Borough Council

Report to: Council

Date: 5 December 2023

Ward(s) affected: All

Report of Director for Transformation & Governance

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Report Status: Open

Timetable of Council and Committee Meetings: 2024-25

1. Executive Summary

- 1.1 This report sets out a draft timetable of committee meetings for the next municipal year. The Council is asked to consider whether the draft timetable is appropriate to deliver the business of the Council and, if so, to adopt the draft timetable.
- 1.2 In addition, the Council is asked to delegate authority to the Executive Head of Legal and Democratic Services to approve future Council and committee meeting timetables in consultation with the Leader of the Council, as is the case at Waverley Borough Council.
- 1.3 At its meeting held on 23 November, the Executive considered this report and supported the recommendation set out below.

2. Recommendation to Council

2.1 The Council is asked to agree:

- (1) That the timetable of Council and Committee meetings for the 2024-25 municipal year, attached as Appendix 1, be approved.
- (2) That the Executive Head of Legal & Democratic Services be authorised, in consultation with political group leaders, to approve the Timetable of Council and Committee Meetings in future years.

3. Reason for Recommendation:

3.1 To assist with the preparation of individual committee work programmes.

4. Exemption from publication

None.

5. Purpose of Report

5.1 To adopt a timetable of Council and Committee meetings for the 2024-25 municipal year.

6. Strategic Priorities

6.1 Adoption of a timetable of meetings will enable key decisions to be programmed that will assist in working towards the delivery of the Council's vision and mission as set out in the adopted Corporate Plan.

7. Main Considerations

7.1 A draft timetable of meetings for the 2024-25 municipal year is attached as **Appendix 1** for the Council's consideration.

8. Consultations

- 8.1 We have consulted with the Corporate Management Board, Executive Heads of Service, and political group leaders. Also, Waverley Borough Council, so as to avoid, as far as possible, diary conflicts for our Joint Management Team.

9. Key Risks

- 9.1 There are no significant risks arising directly from this report.

10. Financial Implications

- 10.1 There are no financial implications arising directly from this report.

11. Legal Implications

- 11.1 In accordance with the Local Government Act 1972 (as amended), the Council is required to give public notice of meetings of the Council and its committees. Approval of our timetable of meetings for the next municipal year will enable us to publish the dates of these meetings at the Council offices and on the website well in advance.

12. Human Resource Implications

- 12.1 There are no human resource implications arising directly from this report.

13. Equality and Diversity Implications

- 13.1 There are no equalities and diversity implications arising directly from this report.

14. Climate Change/Sustainability Implications

- 14.1 There are no climate change/sustainability implications arising directly from this report.

15. Summary of Options

15.1 To adopt or revise the draft timetable.

16. Appendices

Appendix 1: Draft Timetable of meetings for 2024-25