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<b>Subject:</b>	<b>CALENDAR OF ORDINARY MEETINGS 2023-24</b>
<b>Meeting and Date:</b>	<b>COUNCIL – 17 MAY 2023</b>
<b>Report of:</b>	<b>DEMOCRATIC AND CORPORATE SERVICES MANAGER</b>
<b>Classification:</b>	<b>UNRESTRICTED</b>

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**Purpose of the report:** The Constitution requires that the Calendar of Ordinary Meetings be set at the Annual Meeting of the Council.

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**Recommendation:** That the Council approve the final ratification of the Calendar of Ordinary Meetings for 2023-24.

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## 1. Summary

1.1 In order to provide Members, Officers, other partner local authorities and the general public with as much notice as possible, a provisional Programme of Ordinary Meetings is presented to the Council in January of each year prior to its final ratification at the Annual Meeting of the Council.

1.2 In accordance with the Rule 1.1 (xiii) of the Rules of Procedure in the Council's Constitution, the Annual Meeting of the Council is responsible for approving the final Programme of Ordinary Meetings for the forthcoming municipal year.

## 2. Introduction and Background

2.1 The Programme of Ordinary Meetings for 2023-24 is based on a cycle that commences with a meeting of the Cabinet and ends with a meeting of the Council. In between those two points all other committee business takes place.

2.2 Wherever possible efforts have been made to avoid school holiday dates in keeping with a previous council resolution. It has not been practicable to avoid the Autumn 2023 party conference dates which clash with the Cabinet (Conservative) and Overview and Scrutiny Committee (Labour) meetings in October 2023.

2.3 The Council sets its Calendar of Ordinary Meetings independently and usually in advance of those of the town and parish councils. It is not realistically possible to completely avoid clashes with meeting dates of town/parish councils during the course of the year without moving to a daytime meeting schedule, but we have tried to avoid clashes with town council Annual Meeting/Mayor Making dates as these are likely to have the greatest impact on dual hatted Members. These dates are as follows:

- Sandwich Town Council – 11 May 2023
- **Dover District Council – 17 May 2023**
- Dover Town Council – 18 May 2023
- Deal Town Council – 23 May 2023

2.4 A copy of the final agreed dates will be provided to the town and parish councils for information once they are approved by the full Council.

2.5 It should also be emphasised that the calendar set out in Appendix 1 only applies to committees with scheduled meetings. It does not apply to any committees that are called on an ad-hoc basis as business warrants, such as the General Purposes Committee, or the meetings of any sub-committees or project advisory groups.

### **Amendments since January 2023**

2.6 There have been discussions between Democratic Services and the Leader of the majority Labour Group over the timing of the Cabinet meetings for 2023/24. If there are to be changes as a consequence these will be advised at the Annual Council meeting.

### **3. Identification of Options**

3.1 There are three options available to the Council:

3.2 Option A – To approve the Calendar of Ordinary Meetings for 2023-24 as set out in Appendix 1.

3.3 Option B – To approve the Calendar of Ordinary Meetings for 2023-24 as set out in Appendix 1 with amendments.

3.4 Option C – To not approve the Calendar of Ordinary Meetings for 2023-24.

### **4. Evaluation of Options**

4.1 The recommended option is Option A as this supports the existing decision route cycle and avoids wherever possible school holidays and political party conferences.

4.2 Options B and C are not the recommended options as they may require adjustments to the existing decision route cycle. If any Member wishes to propose an amendment to the proposed meeting dates (Option B) they are requested to discuss these with the Democratic and Corporate Services Manager prior to the date of the Council meeting at which this report is considered in order that the feasibility of any proposals can be established.

### **5. Resource Implications**

There are no resource implications arising from this report as set out. However, if significant changes were to be made to the Calendar of Ordinary Meetings, then this may need to be re-evaluated.

### **6. Climate Change and Environmental Implications**

6.1 There are no climate change implications directly arising from the report.

### **7. Appendices**

Appendix 1 – Calendar of Ordinary Meetings 2023-24

Appendix 2 – List of KCC School Holidays

Appendix 3 - Public Holidays 2023-24 and Party-Political Conference Dates 2023-24

### **8. Background Papers**

None

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