
Subject: DRAFT CALENDAR OF ORDINARY MEETINGS 2024-25

Meeting and Date: COUNCIL – 31 JANUARY 2024

Report of: HEAD OF CORPORATE SERVICES AND DEMOCRACY

Classification: UNRESTRICTED

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

Recommendation: That the Draft Calendar of Ordinary Meetings for 2024-25 be approved in principle subject to final ratification at the Annual Meeting of Council on Wednesday 22 May 2024.

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 in May.

2. Introduction and Background

2.1 The Programme of Ordinary Meetings for 2024-25 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 school holidays completely, not least because not all schools follow the Kent County Council (KCC) term dates that this report uses as its basis, and the following 3 meetings are scheduled for KCC non-term dates: Planning Committee (29 August 2024), Dover Joint Transportation Board (25 July 2024) and the Overview and Scrutiny Committee (7 April 2025). There are no clashes with Autumn Party Conference dates for the Labour Party or the Conservative Party.

2.3 The Council sets its draft 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 – To be confirmed
- **Dover District Council – 22 May 2024**
- Dover Town Council – 29 May 2024
- Deal Town Council – 28 May 2024

2.4 It is intended that a copy of the draft dates for 2024-25 will be provided to the town and parish councils for information once approved in principle by the full Council. A copy will also be available on the council's website.

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.

3. Identification of Options

3.1 There are three options available to the Council:

3.2 Option A – To approve in principle the Calendar of Ordinary Meetings for 2024-25 as set out in Appendix 1.

3.3 Option B – To approve in principle the Calendar of Ordinary Meetings for 2024-25 as set out in Appendix 1 with amendments.

3.4 Option C – To not approve in principle the Calendar of Ordinary Meetings for 2024-25.

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 Option B is not the recommended as it 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.

4.3 Option C is not recommended as it will adversely impact on advance planning for committee meetings. If this option is chosen, Members are asked to identify issues with the proposed Calendar of Ordinary Meetings to enable officers to produce an amended draft Calendar to be brought back to Council in March 2024.

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 2024-25

Appendix 2 – List of KCC School Holidays

Appendix 3 - Public Holidays 2024-25 and Party-Political Conference Dates 2024-25

8. Background Papers

None

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