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**Subject:** CALENDAR OF ORDINARY MEETINGS 2024-25

**Meeting and Date:** COUNCIL – 22 MAY 2024

**Report of:** HEAD OF CORPORATE SERVICES & DEMOCRACY

**Classification:** UNRESTRICTED

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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 2024-25.

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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 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. The term times used are those set by Kent County Council and that while not all schools will follow those term times, the majority of schools will do so.

2.3 It has not been practicable to avoid the Autumn 2024 party conference dates entirely and there is overlap with the Regulatory Committee (24 September 2024) and the Labour Party Conference. Additionally, changes to the Calendar of Ordinary Meetings may need to be made as a result of the UK Parliamentary elections due to be held by no later than 28 January 2025.

2.4 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 – 9 May 2024
- **Dover District Council – 22 May 2024**
- Dover Town Council – 29 May 2024
- Deal Town Council – 28 May 2024

- 2.5 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.
- 2.6 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 2024**

- 2.7 There has been one amendment since the version circulated to Members in January 2024. This is to move the Licensing Committee meeting previously scheduled for 27 November 2024 to 16 October 2024 so that it coincides with the date of full Council.

### **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 2024-25 as set out in Appendix 1.
- 3.3 Option B – To approve the Calendar of Ordinary Meetings for 2024-25 as set out in Appendix 1 with amendments.
- 3.4 Option C – To not approve 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 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 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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