
Subject: **AMENDMENT TO THE CALENDAR OF ORDINARY MEETINGS 2024-25**

Meeting and Date: **COUNCIL – 16 OCTOBER 2024**

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

Classification: **UNRESTRICTED**

Purpose of the report: To amend the Calendar of Ordinary Meetings set at the Annual Meeting of the Council in respect of the Overview and Scrutiny Committee meetings for the remainder of 2024-25.

Recommendation: That the Council approve the amended Calendar of Ordinary Meetings for 2024-25.

1. **Summary**

1.1 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 Calendar of Ordinary Meetings for the forthcoming municipal year. This report seeks to amend the adopted Calendar.

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.

Proposed Changes

2.2 The Overview and Scrutiny Committee at its meeting held in July 2024 asked officers to bring forward proposals for amending the current Calendar of Ordinary Meetings to increase the gap between meetings of the Cabinet and Overview and Scrutiny Committee by an additional week to create a gap of two weeks between Cabinet and the Overview and Scrutiny Committee meetings. At the meeting of the Overview and Scrutiny Committee held on 9 September 2024 officers were asked to bring forward proposals to the full Council to give effect to these changes.

2.3 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. It has not always been possible to achieve this, and the meetings proposed for 17 February 2025 and 14 April 2025 both fall within the school holiday dates. This was considered acceptable by the Overview and Scrutiny Committee.

2.4 The meeting to be held on 19 May 2025 remains unchanged due to the dates of the Bank Holidays in May 2025.

2.5 Additionally, the Calendar contains updates to the meeting schedule previously agreed by the Planning Committee at its meeting held on 29 August 2024 and a proposed change to the Governance Committee to bring its March 2025 meeting forward to February 2025.

2.6 These proposed changes are set out in Appendix 1.

3. **Identification of Options**

3.1 There are three options available to the Council:

- 3.2 Option A – To approve the amended 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 different 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 is the preference of the Overview and Scrutiny Committee.
- 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 Head of Corporate Services and Democracy 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, given the number of meetings remain unchanged. However, if significant changes in the number or frequency of meetings 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 – Amended Calendar of Ordinary Meetings 2024-25

8. **Background Papers**

None

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