

# North Somerset Council

## Report to the Executive

**Date of Meeting: 19 October 2022**

**Subject of Report: Draft Calendar of Executive Meetings 2023/24**

**Town or Parish: None**

**Officer/Member Presenting: Assistant Director Legal & Governance and Monitoring Officer**

**Key Decision: No**

### **Reason:**

The proposal does not incur expenditure or make savings of £500,000 or over and is not significant in terms of its effect on two or more wards.

### **Recommendations**

That the Executive approves a draft calendar of Executive meetings for the 2023/24 Municipal Year.

### **1. Summary of Report**

The report sets out suggested dates for Executive meetings for 2023/24.

### **2. Policy**

None

### **3. Details**

3.1 As required under the Constitution, the municipal calendar is approved each year at the Annual Council meeting in May. To allow councillors and officers to plan ahead and to give members of the public as much notice as possible of forthcoming meetings, the aim is to have a draft municipal calendar for 2023/24 in place before the end of 2022. It is proposed to submit a draft municipal calendar to Council in November for approval. The draft calendar will be subject to final approval at the Annual Council meeting in May 2023 but will provide provisional dates well in advance.

3.2 Before submitting a draft calendar to Council the Executive is asked to consider draft dates for its own meetings for 2023/24. Executive meetings are still livestreamed and also available to view after the meeting, continuing to provide accessibility to meetings and improved openness and transparency around the decision-making process.

3.3 It is not proposed to resurrect previous plans to hold meetings at alternative venues and times due to the additional costs and resourcing associated with facilitating meetings in the community and given the greater accessibility offered by livestreaming meetings.

3.4 On the assumption that the number of Executive meetings remains at six and having regard to dates and times in 2022/23, the following dates and times are suggested.

**Executive** (all meetings to be held on Wednesdays at 2.30pm or 6.00pm as noted below at the Town Hall)

21/06/23 – 2.30pm

06/09/23 – 6.00pm

18/10/23 \* - 2.30pm

06/12/23 \* - 6.00pm

07/02/24\* - 2.30pm

24/04/24 – 2.30pm

*[\* Denotes meeting required at this point to accommodate the budget process]*

#### **4. Consultation**

Executive Members and senior officers have been consulted on proposed dates.

#### **5. Financial Implications**

Any decision to hold meetings at venues other than the Town Hall will incur additional costs in respect of venue and/or audio equipment hire and ICT support, and will require additional resourcing.

#### **6. Legal Powers and Implications**

None

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

Livestreaming physical meetings continues to provide for other interested parties to watch meetings online thereby avoiding the need to travel to the Town Hall. Active travel to and from physical meetings would reduce the environmental impact associated with journeys to and from the Town Hall.

#### **8. Risk Management**

None

#### **9. Equality Implications**

Have you undertaken an Equality Impact Assessment? No

The livestreaming of Executive meetings has increased accessibility and opened up the decision making process to a wider audience.

#### **10. Corporate Implications**

None

#### **11. Options Considered**

As contained within the report.

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**Appendices:**

None

**Background Papers:**

Municipal Calendar 2022/23

Minutes of the Executive 20/10/21