

North Somerset Council

Report to the Executive

Date of Meeting: 18 October 2023

Subject of Report: Draft Calendar of Executive Meetings 2024/25

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 2024/25 Municipal Year.

1. Summary of Report

The report sets out suggested dates for Executive meetings for 2024/25.

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 2024/25 in place before the end of 2023. 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 2024 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 2024/25. 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 Further consideration is being given to holding meetings at alternative venues and times subject 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 2023/24, 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 or other venue in the community to be decided)

19/06/24 – 6.00pm

11/09/24 – 2.30pm

16/10/24 * - 2.30pm

04/12/24 * - 2.30pm

05/02/25 * - 2.30pm

30/04/25 – 6.00pm

[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 2023/24

Minutes of the Executive 19/10/22