

**Report of Chief Executive Officer
To
Annual Council
On
23 May 2021**

DATES OF MEETINGS – 2023/24

1. SUMMARY

The purpose of this report is to consider and agree a schedule of Meetings for the period May 2023 – May 2024.

2. RECOMMENDATION

- (i) That the schedule of Meetings as set out in the Appendix be adopted.

3. BACKGROUND

3.1 The attached schedule proposes dates of meetings for the period May 2023 – May 2024 and is based on a similar pattern to 2022/23.

3.2 It should be noted that in accordance with the Constitution, a meeting of the Executive has been scheduled for every cycle of meetings in order for non-executive members to have the opportunity to raise relevant issues and to ask questions of the Executive. If there is no business, the scheduled meetings of the Cabinet will be cancelled.

3.3 Whilst every attempt will be made to keep to this schedule, additional meetings may from time to time be required in order to ensure the effective conduct of Council business.

3.4 Council is reminded that any member may now act as substitute for a member who is unable to attend a Committee they have been appointed to with the exception of the following -

- a. Planning Applications where mandatory training is required to sit on the Committee,
- b. the Licensing Committee and
- c. Executive Members for the Overview and Scrutiny Committees.

Members are reminded it is their responsibility to arrange substitutes when they are unavailable to attend meetings.

4. OPTIONS AVAILABLE

To implement the dates of meetings in line with current arrangements or adopt alternative arrangements.

5. RISK ASSESSMENT OF RECOMMENDATIONS AND OPTIONS

Risk	Risk Assessment	Risk Level	Risk Management
Legislative	Council business not being conducted within statutory and constitutional deadlines.	High	In order to meet its statutory and constitutional deadlines, it is necessary to agree a timetable of meetings for the next municipal year.

6. ALIGNMENT TO COUNCIL PRIORITIES

There is no alignment to Council priorities arising from this report

7. IMPLICATIONS

(a) Legal – The draft schedule of meetings has been prepared to take account of the Local Government Act, 1972 relating to the giving of the appropriate statutory notice period for meetings and the distribution of the agendas in accordance with the Local Government Act 1972, the Localism Act 2010 and the other Local Government Acts and Regulations that prescribe the governance arrangement for local authorities.

(b) Human Rights – there are no implications in this report

(c) Equality and Diversity – there are no implications in this report

(d) Climate change and environmental sustainability – there are no implications in this report

(e) Crime and Disorder – there are no implications in this report

(f) Budget and Resource – there are no implications in this report

8. COMMENTS OF STATUTORY OFFICERS

(a) Head of Paid Service – own report

(b) Monitoring Officer – no specific statutory officer comments

(c) S.151 Officer – no specific comments

9. CONSULTATION

Corporate Leadership Team, Finance, Audit and Planning Officers

10. BACKGROUND PAPERS

None

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