



Report to Executive

Meeting Date – 19 March 2024

Key Decision – No

Public/Private – Public

Portfolio – Governance and Thriving Communities

Directorate – Resources

Report Author – Monitoring Officer

Title – Calendar of Meetings 2024/25

Brief Summary:

To consider the calendar of meetings for the 2024/25 Municipal Year which includes the proposed dates and times for each meeting.

Recommendations:

1. That the proposed dates and times of meetings in the Municipal Year 2024/25 be agreed and recommend to Council for agreement;
2. That the dates and times for meetings of the Executive, which have been chosen by the Leader, be noted.

Tracking

Executive:	19 March 2024
Scrutiny:	20 February 2024
Council:	30 April 2024

1. Background

1.1. The Constitution of Cumberland Council requires that a calendar showing the date and time of ordinary meetings of committees, sub-committees, panels and working groups shall be prepared by the Monitoring Officer and approved by the Council for the commencement of each Council year and the calendar will then be distributed to all Members.

2. Proposals

2.1. Attached at Appendix A is a draft schedule of meeting dates for Cumberland Council for the 2024/25 Municipal Year.

2.2. The frequency of the meetings is set out in the Constitution in respect of the Executive, Scrutiny Committees and the Audit Committee. The current frequencies are set out in Appendix A.

2.3. Dates and times of meetings for the Executive are at the discretion of the Leader, the meetings had been scheduled on a four weekly cycle in 2023/24 and had been amended to a six weekly cycle for 2024/25.

2.4. A review of the 2023/24 calendar has resulted in a change to the distribution of the locations of meetings across the Cumberland area and an increase in afternoon / early evening meetings.

2.5 No venues have been set for the Planning Committee, Regulatory Sub Committees or Licensing Sub Committee in the schedule of meetings. Once the agenda for each of the meetings has been agreed the venue will be confirmed. This will allow flexibility when dealing with large or contentious matters and aims to reduce, where possible, the travel time for those wishing to speak at committee.

3. Alternative options considered

3.1. No alternative option

4. Conclusion and reasons for recommendations

4.1. In accordance with the constitution, that the dates and times of meetings in the Cumberland Council for 2024/25 be agreed and recommended to Council approval.

4.2. That the dates and times of meetings of the Executive as chosen by the Leader be noted

Implications:

Contribution to the Cumberland Plan Priorities - To ensure that the appropriate governance arrangements are in place to enable Cumberland Council to meet of the Cumberland Plan priorities

Relevant Risks and explain how risks can be mitigated -

Consultation / Engagement - Consultation has taken place with the Chief Executive, Monitoring Officer, Section 151 Officer, Deputy Leader (Statutory), Governance Thriving Communities Portfolio Holder, Democratic Services Officers, Business and Resources Overview and Scrutiny Committee and the relevant departments including Licensing and Planning. All comments and proposed changes received from the consultation have been considered, and where appropriate, implemented into the calendar attached as Appendix A

Legal – comments are incorporated in the report

Finance – Subject to the Council agreeing a schedule of meetings for Council, Overview and Scrutiny Committees and Regulatory Committees and the Leader arranging a schedule of meetings of the Executive, there are no additional staffing/resource requirements arising from this report. The meetings necessary for the Budget process have been provisionally scheduled into the Calendar of Meetings. Options for Council budget meeting are 11 February 2025 or 20 February 2025.

Information Governance – None

Impact Assessments –

Have you screened the decision for impacts using the Impact Assessment?

If you have not screened the decision using the Impact Assessment, please explain your reason

Lead Officer Contact details:

Name: Clare Liddle, Monitoring Officer
Email: Clare.liddle@cumberland.gov.uk

Background papers:

Note: in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers:

- [Cumberland Constitution](#)

Appendices attached to report:

- Appendix A Proposed schedule of dates and times of meetings for Cumberland Council 2024/25