

Council

22 February 2024

Report Title	Draft Municipal Timetable 2024/25
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Are there public sector equality duty implications?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information (whether in appendices or not)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicable paragraph number/s for exemption from publication under Schedule 12A Local Government Act 1972	Not applicable
Which Corporate Plan priority does the report most closely align with? Our priorities for the future North Northamptonshire Council (northnorthants.gov.uk)	Modern public services

List of Appendices

Appendix A – Draft Municipal Timetable 2024/25

1. Purpose of Report

- 1.1. Council is asked to consider and approve the draft North Northamptonshire Council municipal timetable for 2024/25.

2. Executive Summary

- 1.1. Full Council is required to approve a calendar of meetings prior to the commencement of each new municipal year, in accordance with Part A, 1.(1.1) of Part 3.2 Meeting Procedure Rules of the Council's Constitution.
- 1.2. The draft timetable references the formal meetings of the Council, Executive, committees, Executive Advisory Panels, and other standing bodies, a copy of which is attached to this report, as Appendix A.
- 1.3. The report seeks to provide advance notice to members, officers, and the public of the schedule of meeting dates for the full 2024/25 municipal year and to allow for arrangements to be made for the booking of venues etc.

3. Recommendations

- 3.1. It is recommended that Council approves the Municipal Timetable 2024/2025.
- 3.2. (Reason for Recommendations – To provide for approval of the municipal timetable in accordance with the Council’s Constitution and to allow for timely planning of meeting dates for members, officers and the public.)
- 3.3. (Alternative Options Considered – To not to produce a municipal timetable for approval, however this would be contrary to the requirements of the Constitution and contrary to effective planning.)

4. Report Background

- 4.1. The Council is required to agree and publish a timetable of meetings for the subsequent municipal year for North Northamptonshire Council. This assists members, officers and the public in knowing when particular meetings are to be held during the following twelve months. The municipal year runs from Annual Council to Annual Council in May of each year.
- 4.2. The timetable should include reference to the formal meetings of the Council and any other standing bodies. It is recognised that some meetings are ad hoc in nature e.g., Employment Committee, Licensing Sub-committee which will be called as and when required.
- 4.3. In the event of lack of business meetings may be cancelled or postponed. It is obviously difficult to fully predict the business needs of the Council twelve months ahead, so where there is a pressing business case, scheduled meetings may be cancelled, rearranged, or additional meetings convened subject to normal statutory provisions being applied.

5. Issues and Choices

- 5.1. Members will note that in the timetable full Council meetings are scheduled for 6:00 pm start time, with the full Council budget meeting commencing at 10:00 am. Any extraordinary meetings of Full Council would also normally convene at 6:00 pm.
- 5.2. Approval of the municipal timetable by Council does not preclude extraordinary meetings being called if there is a business need to do so.
- 5.3. Meetings of the Constitutional Working Group (CWG), Democracy and Standards Committee and Full Council have been aligned to ensure that matters requiring determination have a clear pathway from CWG through to Full Council.

- 5.4. Meetings of the Joint Children’s Trust Committee, Shared Services Committee are arranged in conjunction with West Northamptonshire Council and may be subject to change.
- 5.5. The meeting dates for the Police, Crime and Fire Panel were endorsed by the Panel at its meeting held on 6 February 2024.
- 5.6. It should be noted that whilst Council are being requested to agree the timetable; until a summons and agenda are issued for a meeting, that meeting has not lawfully been called. Whilst a meeting may be scheduled in the agreed timetable, if there is a lack of business then a summons may not be issued following consultation with the appropriate Chair, or Vice Chair in their absence.
- 5.7. 2024/25 is the final municipal year of this Council prior to the next ordinary elections taking place in May 2025. The number of meetings during the pre-election (purdah) period are reduced compared to the previous municipal year although some meetings that are expected to require business to be transacted such as the Executive, Audit and Governance Committee and Planning North and Planning South Committees remain in the diary.

6. Next Steps

- 6.1. Following approval of the municipal timetable for 2024/25, meeting dates and times will be placed in members and officers calendars, as well as on the website for public access via the [Council's website](#).

7. Implications (including financial implications)

7.1. Resources, Financial and Transformation

- 7.1.1. The arranging and servicing of meeting is carried out by Democratic Services within its existing budget.

7.2. Legal and Governance

- 7.2.1. Part 3.2 of the Council’s Constitution requires Council determination and approval of the following year’s municipal timetable of meetings.

7.3. Relevant Policies and Plans

- 7.3.1. Proper and effective preparation of the municipal timetable of meetings contributes to the priority of Modern Public Services within the Council’s [Corporate Plan 2021/25](#) through provision of efficient and accessible services to our customers and residents.

7.4. Risk

7.4.1. Determination of the timetable will assist members, officers and the public, ensuring that proposed meeting times and dates are known well in advance. It will also allow for the early booking of appropriate venues.

7.4.2. Officers will be able to plan in advance when matters for Member determination need be tabled.

7.5. Consultation

7.5.1. None.

7.6. Consideration by the Executive

7.6.1. None.

7.7. Consideration by Scrutiny

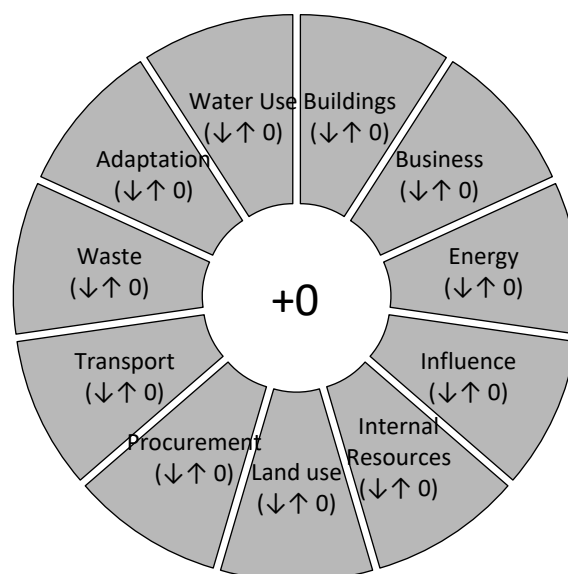
7.7.1. None.

7.8. Equality Implications

7.8.1. None specific to this report.

7.9. Climate Impact

7.9.1. The public are able to attend all council meetings in person, however they can also view meetings remotely as the Council offers a live streaming service which is also accessible after the event at its streaming channel [Democratic Services North Northants Council - YouTube](#). This report does not propose any changes to the way in which meetings are carried out in comparison to the current year.



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North Northamptonshire Council has committed to being a carbon neutral organisation by 2030, 5 yrs & 10 mos away.

7.10. Community Impact

- 7.10.1. Formal meetings of the Council are governed by the Local Government Act 1972 (as amended) which requires meetings to be held in person. Meetings of Executive Advisory Panels, whilst not governed by the 1972 Act meet either in person or online and are also streamed to the Council's YouTube channel to maximise access.

7.11. Crime and Disorder Impact

- 7.11.1. None specific to this report.

8. Background Papers

- 8.1. [Council Constitution](#)