



CONSTITUTION AND STANDARDS COMMITTEE

Wednesday, 22 February 2023

REPORT TITLE:	CALENDAR OF MEETINGS 2023/24 AND 2024/25
REPORT OF:	DIRECTOR OF LAW AND GOVERNANCE

REPORT SUMMARY

This report recommends draft dates for Council and Committee meetings for the municipal year 2023/2024 as detailed in Appendix 1 of the report.

This matter affects all wards. This is not a key decision.

The report contributes to the delivery of all five Wirral Plan 2021-2026 Priorities by ensuring that the Council's decision-making process is as effective as possible.

RECOMMENDATIONS

The Constitution and Standards Committee is recommended to:

- (1) consider and comment on the report and
- (2) authorise the Director of Law and Governance to make any necessary changes to the draft meeting schedule resulting from any agreed changes to the Committee System and submit the meeting schedule to Council for final approval.

SUPPORTING INFORMATION

1.0 REASON FOR RECOMMENDATION

- 1.1 The Council must approve and publish a Calendar of Meetings for each municipal year.

2.0 OTHER OPTIONS CONSIDERED

- 2.1 The other option was to produce a calendar of meetings for 2023/24 only, however it was felt to enable easier forward planning for Members and Officer a two year calendar of meetings would be produced, and that in future years calendars would be produced a year in advance with the upcoming calendar to be reviewed for any minor changes required.

3.0 BACKGROUND INFORMATION

- 3.1 Members are asked to consider the draft Calendar of Meetings for the Municipal Year 2023/24 and 2024/25 and provide details and reasons of any changes (if any) they would like to see to the draft Calendar.
- 3.2 Convening an extraordinary Council meeting or changing a scheduled meeting can often prove difficult given the demands placed upon Members. Matters are compounded by the membership of committees, etc being limited to a specific number of Members (and deputies) which impacts upon availability. It is therefore important that the Calendar of Meetings comprehensively captures Council meetings in such a way that it enables the Council to manage and discharge its functions in a timely and cost-effective manner.
- 3.3 The Adult Social Care and Public Health Committee has been scheduled earlier in the cycle to enable it to appoint to the Joint Strategic Commissioning Board Sub-Committee, the members of which make up the Wirral Place Based Partnership Board which is planned to meet on 22 June.
- 3.4 Audit and Risk Management Committee has been scheduled for later in March to enable more time for report audit and risk activity from January to March.
- 3.5 Dates are not included in the Calendar for Member training. A programme of dates will be drawn up by the Member Support Steering Group in due course and circulated to Members.

4.0 FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications arising from this report.

5.0 LEGAL IMPLICATIONS

- 5.1 It is considered good practice for the Council to publish a Calendar of Meetings in respect of each Municipal Year.

6.0 RESOURCE IMPLICATIONS: STAFFING, ICT AND ASSETS

6.1 The Council is required to ensure there are sufficient resources to administer all Council meetings in accordance with relevant legislation and the Council's Constitution.

7.0 RELEVANT RISKS

7.1 It is not possible to pre-empt or predict the exact number of Council meetings that are required and when they will need to take place. Additional Council meetings will be convened when necessary (and in accordance with the Council's Constitution) to ensure that the Council discharges its duties, obligations and responsibilities.

8.0 ENGAGEMENT/CONSULTATION

8.1 The development of the Committee Calendar and any suggested amendments to it has been informed by the discussions held at recent meetings of the Governance Working Group.

9.0 EQUALITY IMPLICATIONS

9.1 There are no direct equality implications arising from this report.

10.0 ENVIRONMENT AND CLIMATE IMPLICATIONS

10.1 There are no direct environment or climate implications arising from this report.

11.0 COMMUNITY WEALTH BUILDING

11.1 There are no direct community wealth implications arising from this report.

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APPENDICES

Appendix 1 – Calendar of Committee Meetings 2023/24

Appendix 2 – Calendar of Committee Meetings 2024/25

BACKGROUND PAPERS

Constitution
Calendar of Meetings 2022/23

TERMS OF REFERENCE

This report is being considered by the Constitution and Standards Committee in accordance with Section (m) of its Terms of Reference, "to consider and make recommendations on such other matters as the Committee itself thinks appropriate or which

are referred to it by Council, which further the aim of promoting and maintaining the highest standards of conduct within the Council.”

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Council	Council 25 May 2022
Constitution and Standards Committee	17 February 2022
Council	22 March 2021
Constitution and Standards Committee	24 February 2021
Council	28 September 2020
Council	18 March 2019