



CONSTITUTION AND STANDARDS COMMITTEE

Wednesday, 28 February 2024

REPORT TITLE:	CALENDAR OF MEETINGS 2024/25 AND 2025/26
REPORT OF:	DIRECTOR OF LAW AND CORPORATE SERVICES

REPORT SUMMARY

This report recommends amends to the previously agreed dates for Council and Committee meetings for the municipal year 2024/2025 as detailed in Appendix 1 of the report. The report also recommends draft dates for the municipal year 2025/26 at Appendix 2.

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

The report contributes to the delivery of the Council Plan: Wirral Working Together 2023-27 by ensuring that the Council's decision-making process is as effective as possible.

RECOMMENDATIONS

The Constitution and Standards Committee is requested to recommend to Council:

- (1) that the revised Calendar of Meetings 2024/25 be approved.
- (2) that the Calendar of Meetings 2025/26 be approved.

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 2024/25 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 20 June.

Revisions to the Calendar

- 3.4 Monitoring the frequency of meetings of the Shareholder Board in recent years, it is proposed that the Board has two scheduled meetings per year and therefore meetings on 26th June 2024 and 13th November 2024 are removed. The two remaining meetings are proposed to be scheduled for 4.00pm instead of 10.00am to facilitate member attendance. Should matters require attention in between the planned meeting dates, Members may be asked to attend ad hoc meetings on rare occasions.
- 3.5 It is proposed that Council meeting is moved from 8th July 2024 to 22nd July 2024 to enable any referrals from Policy & Resources Committee on 10th July to be considered at Council in July and avoid unnecessary delay until the next meeting of Council in October. This means that Environment, Climate Emergency & Transport Committee would be moved to Wednesday, 24th July.

- 3.6 It is proposed that Policy & Resources Committee is rescheduled from Wednesday 18th December to Wednesday 11th December to enable more time for any outcomes to be actioned prior to Christmas.
- 3.7 Meetings of the Wirral Place Based Partnership Board are to be scheduled for 10.00am, to address a drafting error in the previous calendar which showed a 2.00pm start time for some meetings.
- 3.8 The meeting of Planning Committee in January 2025 has been moved from Monday 13th January to Thursday 16th January at the request of the Chair, to align with the other meetings which are scheduled for Thursdays.
- 3.9 All proposed revisions to the 2024/25 calendar have been replicated in the draft 2025/26 calendar.
- 3.10 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.

REPORT AUTHOR: **Dan Sharples**
Democracy Business Manager
telephone: 0151 666 3791
email: danielsharples@wirral.gov.uk

APPENDICES

Appendix 1 – Revised Calendar of Committee Meetings 2024/25

Appendix 2 – Calendar of Committee Meetings 2025/26

BACKGROUND PAPERS

Constitution
Calendar of Meetings 2023/24

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	20 March 2023
Constitution and Standards Committee	22 February 2023
Council	25 May 2022
Constitution and Standards Committee	17 February 2022
Council	22 March 2021
Constitution and Standards Committee	24 February 2021