



ADUR DISTRICT
COUNCIL

Council
28 March 2024

Schedule of Meetings 2024/25

Report by the Director for Sustainability & Resources

Officer Contact Details

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Executive Summary

1. Purpose

- 1.1. Before the beginning of each Municipal Year, the Council must approve a schedule of meetings for the following year in order to help plan the Council's business.
- 1.2. The attached schedule at Appendix 1, lists the ordinary meetings of the Council that are proposed to be held over the Municipal Year 2024/25.

2. Recommendations

- 2.1. The Council is recommended to approve the proposed schedule of meetings for the 2024/25 Municipal Year, as set out in Appendix 1 of the report.

3. Context

- 3.1. In order to enable the efficient administration of the Council's business and the delivery of Council services, there needs to be planned activities that cover the period of the 2024/25 Municipal Year.
- 3.2. The schedule of meetings advises both Members and Officers on when to carry out Council activities and to that end, enhances the decision making process.

4. Issues for consideration

- 4.1. That Council approves the schedule of meetings for the 2024/25 Municipal Year (May 2024 to May 2025).
- 4.2. That Members suggest any appropriate amendments to the proposed schedule of meetings for this period. However, it should be noted that any amendment to one meeting date is likely to have an impact on a number of others given the interrelationship between meetings and the limited number of dates available throughout the year.
- 4.3. The schedule has been designed, as far as possible, to ensure that it provides for meetings when decisions are required so that all matters are dealt with on a timely basis.

5. Engagement and Communication

- 5.1. The Council's Corporate Leadership Team has endorsed the Schedule of Meetings.

6. Financial Implications

- 6.1. There are no financial implications arising directly from this report. The cost of delivering the meetings is met from within existing budgetary provision.

7. Legal Implications

- 7.1. The functions that are the subject of this report are for the Full Council to decide.
- 7.2. Paragraph 2.2(o) of the Council Procedures Rules confirms that the Schedule of Meetings will be approved at the Annual Council Meetings unless agreed earlier. This report asks Members to approve the Schedule at the March meeting, pursuant to this paragraph.

Background Papers

- Adur Council - March 2023

Sustainability & Risk Assessment

1. Economic

Matter considered and no issues identified.

2. Social

2.1 Social Value

A planned schedule of meetings enables local residents to know, in advance, when the Council is due to undertake activities and to that end, enhances the decision making process.

2.2 Equality Issues

There are no equality issues arising directly from this report but the Council needs to retain a strong focus and understanding on issues of diversity amongst the local community and ensure that service delivery matches these accordingly.

2.3 Community Safety Issues (Section 17)

Matter considered and no issues identified.

2.4 Human Rights Issues

Matter considered and no issues identified.

3. Environmental

Matter considered and no issues identified.

4. Governance

Part 4 of the Council's Constitution, Council Procedure Rule 2.2(o), requires the Annual Council to approve a programme of Ordinary Meetings of the Council for the year, if not already agreed.