

FLINTSHIRE COUNTY COUNCIL

Date of Meeting	Tuesday, 14 May 2024
Report Subject	Schedule of Meetings 2024/25
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

This report contains the proposed schedule of meetings for 2024/25.

It also explains how the schedule was prepared and details the consultation process which was undertaken with Members.

RECOMMENDATIONS

1	That the attached draft Schedule of Meetings for 2024/25 be approved.
2	That the Democratic Services Manager be given delegated authority, in conjunction with the relevant Committee Chair, to amend the Schedule of Meetings in exceptional cases.

REPORT DETAILS

1.00	EXPLAINING THE SCHEDULE OF MEETINGS FOR 2024/25
1.01	The Schedule of Meetings is produced on an annual basis and presented for approval to Members at the Annual Meeting.
1.02	Each year the Schedule of Meetings is designed based on regular meeting cycles, regular meeting days where possible and with wide consultation to ensure that reporting commitments and/or meetings do not clash.

1.03	<p>It is the aim to avoid meetings being held in school holidays wherever possible.</p> <p>However, given the cycle of individual Committee meetings when statutory reports are required to be approved by this is not always possible.</p>
1.04	<p>A suggestion was made at a previous County Council meeting for meetings of County Council to commence at 1pm, not 2pm as had been the practice for many years. This was supported and has again been reflected in the draft schedule.</p>
1.05	<p>A further suggestion was made that, where possible, meetings should be avoided on the mornings of County Council meetings. This has been achieved this year.</p> <p>Whilst County Council tends to meet on a Tuesday, to avoid holding two meetings on the same day, it has been necessary to schedule some Council meetings on a different day due to the reporting cycles of Overview and Scrutiny Committee meetings which limits the availability of dates.</p>
1.06	<p>Several reserved dates for County Council have also been included in the diary in case a meeting is required.</p> <p>If they are not needed for County Council meetings, the dates may be made available for Workshops or Task and Finish Groups, as they will already be reserved in Members' diaries.</p>
1.07	<p>Shown in Italics are the known dates of North Wales Fire and Rescue Authority meetings and North Wales Economic Ambition Board meetings.</p> <p>We have avoided scheduling meetings which would clash with those external commitments.</p>
1.08	<p>Once the Schedule of Meetings has been approved, there is currently no provision to amend the date or time of a committee meeting without the agreement of Full Council.</p> <p>During the year 2023/24, this did cause difficulties on a small number of occasions.</p> <p>To seek agreement of Full Council to amend the schedule is not always convenient or possible due to timings.</p>
1.09	<p>It should be noted that changing the time and/or date of a meeting that has been scheduled and diarised for several months does present administrative difficulties, notably with Members' and Officers' diaries, but also with any external speakers attending the meeting.</p>
1.10	<p>It is therefore proposed to grant the Democratic Services Manager the authority to amend the date and/or time of a meeting in exceptional circumstances, subject to appropriate consultation with the Chair of the Committee.</p>

2.00	RESOURCE IMPLICATIONS
2.01	None.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	Chief Officer Team. Group Leaders, Chairs and Vice Chairs of Committees.

4.00	RISK MANAGEMENT
4.01	None.

5.00	APPENDICES
5.01	App 1 - Draft Schedule of Meetings 2024/25.

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None. Contact Officer: Nicola Gittins – Team Leader – Committee Services Telephone: 01352 702345 E-mail: nicola.gittins@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	None.