



**OPEN REPORT  
COUNCIL**

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**Annual Council – 23 May 2024**

**CALENDAR OF MEETINGS FOR COUNCIL AND COMMITTEE MEETINGS IN  
THE 2024/25 MUNICIPAL YEAR**

**Report of Director of Corporate & Customer Services and Monitoring Officer**

**Report Author and Contact Details**

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**Wards Affected**

District-wide

**Report Summary**

The purpose of this report is to submit the proposed Calendar of Meetings for Council and Committee Meetings in the 2024/25 municipal year.

**Recommendations**

1. That the Calendar of Meetings for the 2024/25 municipal year be approved.

**List of Appendices**

Appendix 1 Calendar of Meetings for the 2024/25 Municipal Year

**Background Papers**

None

**Consideration of report by Council or other committee**

No

**Council Approval Required**

Yes

**Exempt from Press or Public**

No

# **Calendar of Meetings for Council and Committee Meetings in 2024/25 Municipal Year**

## **1. Background**

- 1.1 The procedure rules within the Council's constitution requires that the calendar of meetings be approved annually by the Council.

## **2. Key Issues**

- 2.1 It is good practice to set meeting dates in advance for the forthcoming year. This approach enables the Council to have robust governance arrangements in place to facilitate informed decision-making.

## **3. Options Considered and Recommended Proposal**

- 3.1 The Council is required to consider and approve a Calendar of Meetings for the forthcoming municipal year. There are no alternative options available and the attached Calendar of Meetings is recommended for adoption.

## **4. Consultation**

- 4.1 When preparing the draft calendar of meetings, officers have been mindful to take account of the meeting dates of some of the Council's partner organisations to avoid conflicts where possible. Consultation has also taken place with officers to ensure that where needed, meeting dates coincide with the Council's statutory reporting requirements.

## **5. Timetable for Implementation**

- 5.1 The determination of the calendar of Council and committee meetings for the ensuing municipal year is a matter for the Council. If approved, it will be effective from the date of the Annual Meeting of the Council.

## **6. Policy Implications**

- 6.1 There are no direct policy implications associated with this report, but given that strategic decision making is reserved to the Council it is important that the Calendar of Meetings is structured in a way that ensures that decision making is efficient and timely.

## **7. Financial and Resource Implications**

- 7.1 There are no direct financial implications associated with this report. The cost of meetings can be contained within existing budgets. The financial risk is therefore assessed as low.
- 7.2 There are no resource implications associated with this report.

## **8. Procurement Implications**

- 8.1 There are no procurement implications associated with this report.

## **9. Legal Advice and Implications**

9.1 This report relates to the proposed Calendar of Meetings for Council and Committee Meetings in the 2024/25 municipal year. There are no direct legal implications associated with this report.

## **10. Equalities Implications**

10.1 There are no direct equalities or human rights implications associated with this report.

## **11. Climate Change Implications**

11.1 There are no direct implications for Climate Change associated with this report.

## **12. Risk Management**

12.1 There are no risks directly associated with this report.

### **Report Authorisation**

Approvals obtained from:-

	<b>Named Officer</b>	<b>Date</b>
Chief Executive	Paul Wilson	15/05/24
Director of Resources/ S.151 Officer	Karen Henriksen	15/05/24
Monitoring Officer (or Legal Services Manager)	Helen Mitchell	15/05/24