

Part A

Report to: Council

Date of meeting: Tuesday, 23 May 2023

Report author: Democratic Services Officer / Democratic Services Manager

Title: Programme of meetings 2023/24

1.0 Summary

1.1 Council Procedure Rule 1.1 (ix) requires the programme of ordinary meetings of the council for the year to be approved at the annual meeting.

2.0 Risks

2.1

Nature of risk	Consequence	Suggested Control Measures	Response (treat, tolerate, terminate or transfer)	Risk Rating (combination of severity and likelihood)
A programme of meetings is not agreed for the year ahead.	The council cannot carry out its business.	The programme of meetings has been circulated to members and officers for comment.	Treat.	2

3.0 Recommendations

3.1 That the programme of meetings set out in Appendix 1 for 2023/24 be adopted.

Further information:

Ian Smith or Sandra Hancock
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Report approved by:

4.0 Detailed proposal

4.1 A draft calendar of public meetings for the 2023/24 municipal year was circulated to members and officers for comment. Appendix 1 sets out the proposed timetable.

4.2 Full Council meetings have been scheduled to take place on:

- Tuesday 17 July 2023
- Tuesday 17 October 2023
- Tuesday 30 January 2024 (Budget Council)
- Tuesday 12 March 2024

4.3 Meetings of Licensing Sub Committees will be set up as and when required. Details will be publicised prior to the meeting. They will comprise three members from the main Licensing Committee and meet during the day.

4.4 Meetings of the Chief Officer Pay Panel, Constitution Working Party, Standards Committee, Appointments and Disciplinary Committee and Appeals Panel will also meet as and when required and details published accordingly.

4.5 Scrutiny task group meetings will be scheduled according to the requirements of any review that Overview and Scrutiny set up.

4.6 Dates of all the committee meetings can be accessed through the Council's [website](#).

5.0 Implications

5.1 Financial

5.1.1 The Shared Director of Finance comments that there are no financial implications arising from this report.

5.2 Legal Issues (Monitoring Officer)

5.2.1 The Group Head of Democracy and Governance comments that there are no legal implications.

5.3 Equalities, Human Rights and Data Protection

5.3.1 There are no equalities, human rights or data protection issues as a result of this report.

Appendix

Appendix 1 – Watford Borough Council – Calendar of Public Meetings 2023/24

Background papers

No papers were used in the preparation of this report.