

<b>Report to:</b>	Cabinet Council	<b>Date of Meeting:</b>	4 January 2024 18 January 2024
<b>Subject:</b>	Programme of Meetings – 2024/25 Municipal Year		
<b>Report of:</b>	Chief Legal and Democratic Officer	<b>Wards Affected:</b>	All
<b>Cabinet Portfolio:</b>	Regulatory, Compliance and Corporate Services		
<b>Is this a Key Decision:</b>	No	<b>Included in Forward Plan:</b>	No
<b>Exempt / Confidential Report:</b>	No		

**Summary:**

To seek approval of a Programme of Meetings for the 2024/25 Municipal Year.

**Recommendation:**

**Cabinet**

That the Programme of Meetings for the Cabinet, Public Engagement and Consultation Panel, and Safer Sefton Together for 2024/25 as set out in Annexes A and D of the report be approved.

**Council**

- (1) the Programme of Meetings for the Council, Member Briefing Sessions; Regulatory Committees; Overview and Scrutiny Committees and the Health and Wellbeing Board for 2024/25 as set out in Annexes B, C and D of the report be approved; and
- (2) the Programme of Meetings for the Cabinet, Public Engagement and Consultation Panel and Safer Sefton Together for 2024/25 as set out in Annexes A and D of the report be noted.

**Reasons for the Recommendation:**

To enable the business of the Council and its various Committees/bodies to be conducted during the 2024/25 Municipal Year.

**Alternative Options Considered and Rejected:**

None. The Council is required to produce a programme of meetings.

**What will it cost and how will it be financed?**

**(A) Revenue Costs – None**

**(B) Capital Costs – None**

**Implications of the Proposals:**

<b>Resource Implications (Financial, IT, Staffing and Assets):</b> None	
<b>Legal Implications:</b> None	
<b>Equality Implications:</b> There are no equality implications.	
<b>Impact on Children and Young People:</b> There are no direct implications impacting on children and young people arising from this report. Any impact on children and young people arising from the consideration of reports considered at meetings contained in the programme will be contained in such reports when they are presented to Members at the appropriate time.	
<b>Climate Emergency Implications:</b> The recommendations within this report will	
Have a positive impact	No
Have a neutral impact	Yes
Have a negative impact	No
The Author has undertaken the Climate Emergency training for report authors	Yes
There are no direct climate emergency implications arising from this report. Any climate emergency implications arising from the consideration of reports referred to in the programme will be contained in such reports when they are presented to Members at the appropriate time.	

**Contribution to the Council's Core Purpose:**

Protect the most vulnerable: Not applicable
Facilitate confident and resilient communities: Not applicable
Commission, broker and provide core services: Not applicable
Place – leadership and influencer: The Programme of Meetings for 2024/25 will be published on the Council's website for the benefit of the residents of Sefton and the wider general public. This will raise awareness of the Council's political management system and allow the opportunity for the public to engage in the Council's democratic processes.
Drivers of change and reform: Not applicable
Facilitate sustainable economic prosperity: Not applicable
Greater income for social investment: Not applicable
Cleaner Greener: Not applicable

## **What consultations have taken place on the proposals and when?**

### **(A) Internal Consultations**

The Executive Director of Corporate Resources and Customer Services (FD7459/23) has been consulted and notes there are no direct financial implications arising from this report.

The Chief Legal and Democratic Officer (LD5559/23) is the author of this report.

Chief Executive  
Executive Director of Corporate Resources and Customer Services  
Assistant Director Corporate Resources and Customer Services (Strategic Support)  
Assistant Director of People (Communities)  
Director of Public Health / Head of Health and Wellbeing  
Chief Planning Officer

### **(B) External Consultations**

Merseyside Police and Crime Commissioner

### **Implementation Date for the Decision**

In respect of the Programme of Meetings for the Cabinet, Public Engagement and Consultation Panel and Safer Sefton Together the implementation date will be upon the expiry of the call-in period of the minutes of the Cabinet meeting.

In respect of the Programme of Meetings for the Council, Member Briefing Sessions; Regulatory Committees; Overview and Scrutiny Committees and the Health and Wellbeing Board immediately following the Council meeting.

<b>Contact Officer:</b>	Paul Fraser
Telephone Number:	0151 934 2068
Email Address:	<a href="mailto:paul.fraser@sefton.gov.uk">paul.fraser@sefton.gov.uk</a>

### **Appendices:**

Annex A - Programme of Meetings for the Cabinet in 2024/25  
Annex B - Programme of Meetings for the Council, Members' Briefing Sessions and Regulatory Committees in 2024/25  
Annex C - Programme of Meetings for the Overview and Scrutiny Committees in 2024/25  
Annex D - Programme of Meetings for the Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board in 2024/25  
Calendar of meetings 2024/25

### **Background Papers:**

There are no background papers available for inspection.

## **1. Introduction/Background**

- 1.1 The Council is required to establish a programme of meetings for the 2024/25 Municipal Year.
- 1.2 Annexes are attached to the report setting out the suggested programme.
- 1.3 Similar to the arrangements put in place last year once the programme of meetings have been approved, an “in-house” diary will be produced for Members of the Council.

## **2. Programme of Meetings 2024/25**

- 2.1 The key principles of the Programme of Meetings are as follows:
  - Five Ordinary Council Meetings to be held every 8 weeks on a Thursday commencing at 6.30 p.m. plus the Budget Council Meeting to be held on 27 February 2025.
  - Council will not meet on the same day as Cabinet.
  - Members’ Briefing Sessions to be held at 5.00 p.m. prior to the five Ordinary Council Meetings.
  - No meetings will be held:
    - In the period between Christmas and New Year (December 2024/January 2025)
    - In April 2025 except for the meetings of the Planning Committee, Cabinet and Council.
  - As far as possible no meetings will be held during the school half term holiday weeks.
  - The programme of meetings indicates that all meetings will alternate between Bootle and Southport Town Halls.
  - Cabinet Meetings to be held on a Thursday at 10.00 a.m. The first meeting to be held on 23 May 2024.
  - Planning Committee to meet every four weeks on a Wednesday.
  - Planning Visiting Panel to meet 2 days prior to each meeting of the Planning Committee to undertake site visits as agreed by the Committee.
  - Each of the 4 Overview and Scrutiny Committees to meet bi-monthly, 5 times during the year commencing at 6.30 p.m. – the main Overview and Scrutiny work will be done by Informal Meetings or Working Groups established on an ad hoc basis.
  - Special meeting of the Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services) to be held on 11 February 2025 to scrutinise the Cabinet budget process.
  - Overview and Scrutiny Management Board to meet 5 times per year, commencing at 4.30 p.m. These meetings will be held remotely
  - Licensing and Regulatory Committee to meet quarterly on a Monday commencing at 6.30 p.m.
  - Meetings of the Licensing Sub-Committee to be convened as and when required.
  - Audit and Governance Committee to meet every quarter (4 meetings per year) on a Wednesday commencing at 3.00 p.m. In order to meet

statutory requirements etc. a special meeting of the Committee will be held on 25 September 2024 to approve the Statement of Accounts (or at a later date if the audit of the accounts hasn't been finalised by that date).

- Pay and Grading Committee to be convened as and when required.
- Health and Wellbeing Board to meet 4 times per year.
- The dates for the Public Engagement and Consultation Panel, which are not public meetings are included in the Corporate Calendar.

### **3. Calendar of Meetings**

- 3.1 A copy of the Calendar of Meetings for 2024/25 and associated annexes are attached.