

Report Title Programme of Meetings – 2025/26 Municipal Year

Date of meeting:	9 January 2025 16 January 2025		
Report to:	Cabinet Council		
Report of:	Chief Legal and Democratic Officer		
Portfolio:	Corporate Services		
Wards affected:	All		
Is this a key decision:	No	Included in Forward Plan:	No
Exempt/confidential report:	No		

Summary:

To seek approval of a Programme of Meetings for the 2025/26 Municipal Year.

Recommendations:

Cabinet

That the Programme of Meetings for the Cabinet, Public Engagement and Consultation Panel, Safer Sefton Together and the Health and Wellbeing Board for 2025/26 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; and Overview and Scrutiny Committees for 2025/26 as set out in Annexes B and C of the report be approved; and
- (2) the Programme of Meetings for the Cabinet, Public Engagement and Consultation Panel, Safer Sefton Together and the Health and Wellbeing Board for 2025/26 as set out in Annexes A and D of the report be noted.

1. The Rationale and Evidence for the Recommendations

- 1.1 The Council is required to establish a programme of meetings for the 2025/26 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.

1.4. Programme of Meetings 2025/26

1.5. The key principles of the Programme of Meetings are as follows:

- Four 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 26 February 2026.
- Council will not meet on the same day as Cabinet.
- Members’ Briefing Sessions to be held at 5.00 p.m. prior to the four Ordinary Council Meetings.
- No meetings will be held:
 - In the period between Christmas and New Year (December 2025/January 2026)
 - In April 2026 except for the meetings of the Planning Committee, and Cabinet.
- 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 22 May 2025.
- 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. – Overview and Scrutiny work will also be undertaken 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 10 February 2026 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 24 September 2025 to audit the Statement of Accounts
- 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.

1.6. Calendar of Meetings

1.7 A copy of the Calendar of Meetings for 2025/26 and associated annexes are attached.

2. Financial Implications

(A) Revenue Costs – None

(B) Capital Costs – None

3. Legal Implications

None

4. Risk Implications

None

5 Staffing HR Implications

None

6 Conclusion

As mentioned above, once the programme of meetings have been approved, an “in-house” diary will be produced for Members of the Council.

Alternative Options Considered and Rejected

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

Equality Implications:	
There are no equality implications.	
Impact on Children and Young People:	
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.	
Climate Emergency Implications:	
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.	

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Executive Director of Corporate Services Commercial (FD7887/24) has been consulted and notes there are no direct financial implications arising from this report.

The Chief Legal and Democratic Officer (LD5987/24) is the author of this report.

Chief Executive
Executive Director of Corporate Services and Commercial
Assistant Director - Strategic Support
Assistant Director - Communities
Director of Public Health
Chief Planning Officer

(B) External Consultations

None

Implementation Date for the Decision:

In respect of the Programme of Meetings for the Cabinet, Public Engagement and Consultation Panel, Safer Sefton Together and the Health and Wellbeing Board 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; and Overview and Scrutiny Committees - immediately following the Council meeting.

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Appendices:

Annex A - Programme of Meetings for the Cabinet in 2025/26

Annex B - Programme of Meetings for the Council, Members' Briefing Sessions and Regulatory Committees in 2025/26

Annex C - Programme of Meetings for the Overview and Scrutiny Committees in 2025/26

Annex D - Programme of Meetings for the Public Engagement and Consultation Panel, Sefton Safer Communities Partnership and the Health and Wellbeing Board in 2025/26
Calendar of meetings 2025/26

Background Papers:

There are no background papers available for inspection.