

LONDON BOROUGH OF CROYDON

REPORT:	Council	
DATE OF DECISION	13 December 2023	
REPORT TITLE:	Council and Committee Meetings - Municipal Year Calendar 2024-25	
CORPORATE DIRECTOR / DIRECTOR:	Stephen Lawrence-Orumwense Director of Legal Services and Monitoring Officer	
LEAD OFFICER:	Adrian May Interim Head of Democratic Services	
LEAD MEMBER:	N/A	
AUTHORITY TO TAKE DECISION:	Part 4A of the Constitution of the London Borough of Croydon states that the General Purposes Committee will determine the dates on which Council will meet for each municipal year and full Council approve the full schedule of Committee meeting dates for the municipal year.	
KEY DECISION?	No	N/A
CONTAINS EXEMPT INFORMATION?	No	N/A
WARDS AFFECTED:	<i>All</i>	

1 SUMMARY OF REPORT

- 1.1** The dates for Council meetings are to be agreed by the General Purposes Committee and then submitted to Council along with the full schedule of council and committee meeting for the municipal year 2024-25 for agreement.
- 1.2** Before consideration at this Council meeting, GPC was asked to make any comments and amendments, which have been reflected in the proposed calendar for decision. Council is now expected to approve the full schedule of meetings for the next municipal year.

2 RECOMMENDATIONS

For the reasons set out in the report Council is recommended:

- 2.1** To approve the full schedule of council meetings for the municipal year 2024-25 (Appendices A & B); and,
- 2.2** To note the dates of Council approved by the General Purposes Committee

3 REASONS FOR RECOMMENDATIONS

- 3.1** Early drafting and agreement of the Council Calendar of meetings for the next municipal year will enable better planning of Council business and give timely notice of meetings to the membership and attendees.

4 BACKGROUND AND DETAILS

- 4.1** This is the final version of the calendar which has been approved by the General Purposes Committee in consultation with the political group leads.
- 4.2** This version of the calendar has been circulated to lead officers, Croydon's Corporate Management Team, and the General Purposes Committee ahead of this meeting.
- 4.3** Public and school holidays, religious observations, and other national events have been considered and where possible avoided for meeting dates.

5 ALTERNATIVE OPTIONS CONSIDERED

- 5.1** This calendar has been drafted in consultation with lead officers across the council and consultation with groups.

5.2 Amendments should only be proposed if there is no possibility of avoiding a clash by other means; however, where it arises that any meeting dates are not possible for good reason it can be amended by the committee Chairs.

6 CONSULTATION

6.1 Lead officers for all council committees, CMT, the Monitoring Officer, the GPC, and political groups have been approached for comment and informed the proposed calendar.

7. CONTRIBUTION TO COUNCIL PRIORITIES

7.1 The calendar is produced early enough that good forward planning of council business may take place, which contributes to the Mayor's Business Plan, Priority Four (of Outcome One) which supports openness and transparency in decision-making.

8. IMPLICATIONS

8.1 FINANCIAL IMPLICATIONS

8.1.1 No financial implications have been identified as a result of this decision.

8.1.1 Comments approved by Lesley Shields, Head of Finance for Assistant Chief Executive and Resources on behalf of the Director of Finance. 20/9/23

8.2 LEGAL IMPLICATIONS

8.2.1 Council Procedure Rule 3.1 provides "Seven meetings of the Council, including the Annual and Council Tax Meetings, shall be scheduled to be held at the Town Hall, Croydon, on such dates as the General Purposes Committee may agree on behalf of the Council and occasionally as the Chair shall direct during each Council Year"

8.2.2 Paragraph 6.1 of the Non-Executive Committee Procedure Rules provides "The dates of scheduled meetings with the exception of those for the Appointments and Disciplinary Committee and Licensing Sub-Committees shall be as printed in the Council diary".

8.2.3 Comments approved by Comments approved by Sandra Herbert Head of Litigation & Corporate Law & Deputy Monitoring Officer. Date: 13.09.2023

8.3 EQUALITIES IMPLICATIONS

8.3.1 The Council should pay due regard to section 149 of the Equality Act 2010 when exercising their functions. This includes having due regard to the Public Sector Equality Duty as detailed:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act. (Section 149(1)(a))

- Advance equality of opportunity between people who share a protected characteristic and those who do not. (Section 149(1)(b))
- Foster good relations between people who share a protected characteristic and those who do not. (Section 149(1)(c))

8.3.2 There are no breaches of this duty or further equalities impacts arising from the recommendations in this report.

8.3.3 Comments to be approved by Naseer Ahmad for the Equalities Programme Manager. (Date 06/11/2023)

8.4 HUMAN RESOURCES IMPLICATIONS

8.4.1 There are no immediate Human Resources implications arising from this report.

8.4.2 Comments approved by Gillian Bevan, Head of HR Resources and Assistant Chief Executives directorates on behalf of the Chief People Officer. 19.10.23

9. APPENDICES

9.1 Appendix A Draft Council Calendar of meetings by committee

Appendix B Draft Council Calendar of meetings by date

10. BACKGROUND DOCUMENTS

10.1 None