

## BABERGH DISTRICT COUNCIL

<b>TO: COUNCIL</b>	<b>REPORT NUMBER: BC/23/23</b>
<b>FROM: Leader of the Council</b>	<b>DATE OF MEETING: 24 October 2023</b>

### DRAFT TIMETABLE OF COMMITTEE MEETINGS 2024-25

#### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to agree the Timetable of Committee meetings for 2024/25 to ensure that Members and officers can plan accordingly.

#### 2. RECOMMENDATIONS

- 2.1 That the draft Committee Timetable for 2024/25, attached as Appendix A be approved.
- 2.2 That the Chief Executive calls the meetings in accordance with the agreed Timetable unless there is insufficient business for the meeting to go ahead.

#### 3. KEY INFORMATION

- 3.1 The draft Timetable is attached at Appendix A and Members are asked to check the proposed Committee dates to ensure that there are no reasons why the Committees should not go ahead on these dates.

#### 4. LINKS TO JOINT STRATEGIC PLAN

- 4.1 Good governance and democratic, sound and transparent decision-making support the delivery of the Joint Strategic Plan.

#### 5. FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

#### 6. LEGAL IMPLICATIONS

- 6.1 Approval of the recommendation will ensure that Committee dates are placed well in advance into Member and officer diaries and the appropriate meeting rooms are booked. This will help to ensure that the Council complies with the statutory requirements for the summons to meetings and publication of papers.

#### 7. RISK MANAGEMENT

- 7.1 Key risks are set out below:

<b>Risk Description</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Mitigation Measures</b>
Dates are not booked in advance and the Committee is inquorate and unable to take decisions	1 – Highly unlikely	3 - Bad	Early approval of draft timetable of meetings will ensure that dates are placed into diaries as soon as possible.

## **8. CONSULTATIONS**

8.1 SLT and Committee Chairs have been consulted.

## **9. EQUALITY ANALYSIS**

9.1 An Equality Impact Assessment is not required as none of the protected characteristics will be affected by the recommendations within this report.

## **10. ENVIRONMENTAL IMPLICATIONS**

10.1 There are no environmental implications associated with this report.

## **11. APPENDICES**

Title	Location
(a) Draft Timetable of Meetings 2024/25	Attached

## **12. BACKGROUND DOCUMENTS**

12.1 None.