

North Tyneside Council

Report to Council

Date: 18 January 2024

Title: Programme of Meetings 2024/25

Portfolio(s): Elected Mayor	Cabinet Member(s): Dame Norma Redfearn
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Report from Service

Area: Governance

Responsible Officer: Jon Ritchie, Director of Resources

Wards affected: All

PART 1

1.1 Executive Summary:

This report presents a draft programme of Council and committee meetings for the 2024/25 municipal year. It also requests Council to determine which Council meetings during 2024/25 should be designated for the purposes of public question time.

1.2 Recommendation(s):

It is recommended that Council:

- (1) agree the programme of meetings for 2024/25, as set out in Appendix A to this report; and
- (2) agree that the meetings of the full Council proposed for 18 July 2024, 21 November 2024 and 23 January 2025 be those at which questions will be taken from members of the public.

1.3 Forward Plan:

This report first appeared on the Forward Plan that was published on 1 December 2023.

1.4 Council Plan and Policy Framework

This report does not relate directly to priorities in the Council plan but relates to decision making of the Authority which supports all priorities.

1.5 Information:

1.5.1 The Council is requested to consider a programme of meetings for the Council and its committees for the 2024/25 municipal year, attached as Appendix A to this report. The Authority's Constitution states that where possible the Council will set a programme of ordinary meetings of its committees and sub-committees for each year ahead. The timetable of meetings is normally agreed each year at the January Council meeting to allow Members and officers to plan ahead.

1.5.2 The draft programme of meetings provides for:

- (a) A timetable of meetings of the Council, its overview and scrutiny, regulatory and other committees and sub-committees
- (b) A minimal number of meetings being scheduled in August, April and the later weeks in December and no meetings on key religious days
- (c) No Scrutiny meetings scheduled before July, to allow Scrutiny committees to undertake necessary preparatory work for their respective work programmes before Scrutiny meetings begin in earnest
- (d) The commencement times of meetings are based on those agreed for each committee and sub-committee for the 2023/24 Municipal Year
- (e) A Member Briefing session in July, September, January and April
- (f) Member development, including the provision of training for regulatory committees taking place between the Annual Council Meeting and the first meeting of these committees.

1.5.3 The provisional dates of Cabinet meetings are included in the timetable for information. These dates are determined by the Elected Mayor.

1.5.4 The Council is requested to specify those Council meetings during the year at which questions from members of the public will be taken. For Members'

information, in the current municipal year, three meetings were specified for that purpose. Dates for 2024/25 have been suggested based on the meetings at which public questions were invited during 2023/24.

1.6 Decision options:

The following decision options are available for consideration by Council:

- (a) To agree the programme of meetings of the Council and its committees for the 2024/25 municipal year as set out in Appendix A.
- (b) Not to agree the programme of meetings, in which case a further programme of meetings would be prepared and submitted to a future meeting of the Council for approval taking into account the reasons given by Council for not agreeing the suggested programme.

1.7 Reasons for recommended option:

Option (a) is recommended for the following reasons:

To provide certainty by having in place scheduled meeting dates to enable the Authority's committees to transact their business during the forthcoming Municipal Year and to enable elected members and officers to plan ahead for individual committee work programmes.

1.8 Appendices:

Appendix A – Draft Programme of meetings of the Council and its committees for the 2024/25 municipal year.

1.9 Contact officers:

Allison Mitchell, Head of Governance Tel: (0191) 643 5720
Sonia Stewart, Manager: Democratic Services (0191) 643 5359

1.10 Background information:

The following background papers/information have been used in the compilation of this report and are available at the office of the author:

- (i) Report to Council on the Programme of Council meetings – 19 January 2023

- (ii) The Authority's Constitution Version 27 agreed at Council on 18 May 2023

PART 2 – COMPLIANCE WITH PRINCIPLES OF DECISION MAKING

2.1 Finance and other resources

The running costs associated with the committee meetings to be held in 2024/25 are expected to be contained within the agreed budgets.

2.2 Legal

In accordance with the Local Government Act 1972 (as amended), the Council is required to give public notice of meetings of the Council and its committees.

The Authority's Constitution requires a programme of ordinary meetings of the Council for the year to be approved by the Council. The Council has agreed that the timetable of meetings of the Council and its committees/sub committees should be agreed each year at the January Council meeting to allow Members and officers to plan ahead and to enable the decision-making processes to be complied with.

2.3 Consultation/community engagement

Consultation on the proposed timetable of meetings for 2024/25 has taken place with the Elected Mayor and Deputy Mayor, Chief Executive, Heads of Service and officers within relevant Directorates.

2.4 Human rights

There are no human rights implications arising from this report.

2.5 Equalities and diversity

There are no equalities and diversity implications arising from this report.

2.6 Risk management

Failure to put in place a schedule of meetings will put at risk the ability of the Authority to transact its business efficiently.

2.7 Crime and disorder

There are no crime and disorder implications arising from this report.

2.8 Environment and sustainability

There are no environment and sustainability implications arising from this report.

PART 3 – SIGN OFF

- Chief Executive
- Director(s) of Service
- Mayor/Cabinet Member(s)
- Chief Finance Officer
- Monitoring Officer
- Assistant Chief Executive