

**FLINTSHIRE COUNTY COUNCIL**

<b>Date of Meeting</b>	Thursday, 4 <sup>th</sup> May 2023
<b>Report Subject</b>	Schedule of Meetings 2023/24
<b>Report Author</b>	Chief Officer (Governance)

**EXECUTIVE SUMMARY**

This report contains the proposed schedule of meetings for 2023/24.

It also explains how the schedule was prepared and details the consultation process which was undertaken with Members.

**RECOMMENDATIONS**

1	That the attached draft Schedule of Meetings for 2023/24 be approved.
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**REPORT DETAILS**

<b>1.00</b>	<b>EXPLAINING THE SCHEDULE OF MEETINGS FOR 2023/24</b>
1.01	The Schedule of Meetings is produced on an annual basis and presented for approval to Members at the Annual Meeting.
1.02	Each year the Schedule of Meetings is designed based on regular meeting cycles, regular meeting days where possible and with wide consultation to ensure that reporting commitments and/or meetings do not clash.
1.03	It is the aim to avoid meetings being held in school holidays wherever possible. However, given the cycle of individual Committee meetings when statutory reports are required to be approved by this is not always possible.

1.04	A suggestion was made at a recent County Council meeting for meetings of County Council to commence at 1pm, not 2pm as has been the practice for many years. This was supported and has been reflected in the draft schedule.
1.05	A further suggestion was made that, where possible, meetings should be avoided on the mornings of County Council meetings. This can be achieved for all but for two meetings of County Council. To avoid holding two meetings on the same day, it has been necessary to schedule Council meetings on a Wednesday due to the reporting cycles of Overview and Scrutiny Committee meetings which limits the availability of dates.
1.06	A number of reserved dates for County Council have also been included in the diary in case special meetings be required. If they are not needed for County Council meetings, those dates will be made available for Workshops or Task and Finish Groups, as they will already be reserved in Members' diaries.
1.07	Shown in <i>Italics</i> are the known dates of North Wales Fire and Rescue Authority meetings and North Wales Economic Ambition Board meetings (noting that when writing the report, the dates for the latter are only known until December 2023. We have avoided scheduling meetings which would clash with those external commitments.
1.08	Following the start of the new Council term, a survey was undertaken which contained questions of Members preference of meeting start times. This survey was undertaken in the autumn which allowed for new Members to experience meetings held in line with the preferences made following the last Council term, and to express their views on whether those arrangements were best suited to their needs. Following the completion of the survey, no recommendations for changing meeting days/times were made. Therefore, this Schedule of Meetings continues the previous pattern of meetings, noting the changes as outlined above.

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	None.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	Chief Officer Team.  Group Leaders, Chairs and Vice Chairs of Committees.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	None.

<b>5.00</b>	<b>APPENDICES</b>
5.01	App 1 - Draft Schedule of Meetings 2023/24.

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p>None.</p> <p><b>Contact Officer:</b> Nicola Gittins – Team Leader – Committee Services  <b>Telephone:</b> 01352 702345  <b>E-mail:</b> <a href="mailto:nicola.gittins@flintshire.gov.uk">nicola.gittins@flintshire.gov.uk</a></p>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	None.