

London Borough of Waltham Forest

Report Title	Draft Meetings Programme 2024/25
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Meeting / Date	Council, 29 th February 2024
Directorate	Resource
Report author/ Contact details	Mark Hynes, Director of Governance and Law, Governance and Law
Wards affected	None specifically
Public access	Open
Appendices	Appendix 1 – Draft Programme of Meetings 2024/25

1. Summary
 - 1.1. Council is asked to approve a draft programme of Ordinary Meetings of the Council for the year, to be finalised at the next Annual Meeting.
2. Recommendation
 - 2.1. To approve the draft meetings programme for 2024-25 as set out in Appendix 1; and
 - 2.2. To note that the programme will be finalised at the Annual Council Meeting on 23 May 2024.
3. Background
 - 3.1. The Council Procedure Rules state that a draft meetings programme, be agreed at a Council meeting before it is finalised at the Annual Meeting.
 - 3.2. This will give early notification of meeting dates and enable councillors to enter meeting dates in their diaries, recognising that the final decisions on establishment and membership of committees at the Annual Meeting on 23 May 2024 may alter the programme.
4. Proposal
 - 4.1. The proposed dates of Council, Cabinet, Committees, and other bodies in 2024/25 are set out in the attached schedule (Appendix 1). The schedule is based on the current frequency of meetings, but accounts for the recommendation to change the scrutiny committee structure that was agreed at the Council meeting held on 14 December 2023. It

is possible that changes may need to be made to the schedule following approval.

- 4.2. The meetings schedule for 2024/25 will be finalised at the Annual Council meeting on 23 May 2024 as required in the Council's Constitution. It is also proposed, where appropriate, to submit to the first meeting of a committee following the AGM a list of its meeting dates for the following 12 months. Consequently, there will be further opportunities for changes to meeting dates if required.
- 4.3. The number of meetings of each council body scheduled in the 2024/25 Municipal Year (i.e. between June 2024 and May 2025) is as follows:

Council	4 Ordinary Meetings; the Council AGM and a Special Meeting (End February/Early March) to determine the budget and Council Tax level.
Cabinet	11 meetings (monthly, except August)
Shareholder Committee	4 meetings
Audit & Governance	5 meetings
Planning	12 meetings (monthly)
Licensing (General)	No meetings are scheduled but will be convened as and when required.
Licensing Act 2003 and Gambling	No meetings are scheduled but will be convened as and when required (Sub-committees will be convened as and when required.)
The Co-ordinating Scrutiny Committee	6 meetings
Scrutiny Committees	5 meetings of each Committee unless otherwise stated: Budget Children & Families Climate Communities and Public Protection Health and Adult Social Care (6) Housing and Inclusive Economy (6)
Whipps Cross JHOSC	6 meetings

INEL JHOSC	4 meetings (LB Waltham Forest will host these meetings for 2024/25)
Pension Committee	4 meetings
Pension Board	3 meetings
Group Whips	6 Meetings (each in the week of Council)
Health and Wellbeing Board	4 meetings
Staffing	No meetings are scheduled but will be convened as and when required.

5. Consultation

5.1. The group whips have been consulted on the schedule.

6. Implications

6.1. Finance, Value for Money and Risk

6.1.1. The number and frequency of meetings is balanced with the need for efficient decision-making and monitoring of Council performance.

6.2. Legal

6.2.1. The draft schedule satisfies legal requirements in respect of statutory meetings and the duties of councillors, and the provisions of the Council's Constitution in respect of meetings.

6.3. Equalities and Diversity

6.3.1. A number of additional faith days are noted in the schedule, reflecting the multi-cultural make-up of the Borough, although only the faith dates and cultural events significantly observed in the Borough as a whole are kept free of meetings.

6.3.2. The significant dates noted in the schedule are not exhaustive or indicative of all events recognised or celebrated by the Council.

6.4. Sustainability (including climate change, health, crime and disorder).

6.4.1. The schedule reflects current arrangements and consequently there are no significant implications.

6.5. Council Infrastructure (e.g. human resources, accommodation or IT issues)

6.5.1. The schedule reflects current arrangements and consequently there are no significant implications.

Background Information (as defined by Local Government (Access to Information) Act 1985)

None