

WELWYN HATFIELD BOROUGH COUNCIL
COUNCIL – 5 FEBRUARY 2024
REPORT OF THE EXECUTIVE DIRECTOR (FINANCE AND TRANSFORMATION)

SCHEDULE OF MEETINGS 2024/25

1 Executive Summary

- 1.1 The purpose of this report is to seek approval to the timetable of meetings for the 2024/25 Municipal Year.

2 Recommendation

- 2.1 That the timetable setting out dates of meetings for the Municipal Year 2024/25 as attached at Appendix A be approved.

3 Explanation

- 3.1 At the meeting of Council on 26 September 2019, Members agreed that the timetable of meetings can be approved at any ordinary Council meeting during the Municipal Year, rather than having to wait until the Annual Council meeting in May.
- 3.2 This facilitates effective forward planning both for Members and Officers in the transaction of Council business and as part of the modernisation of decision-making processes and procedures.

Implications

4 Legal Implication(s)

- 4.1 None.

5 Financial Implication(s)

- 5.1 None.

6 Risk Management Implications

- 6.1 None

7 Security and Terrorism Implication(s)

- 7.1 None

8 Procurement Implication(s)

- 8.1 None

9 Climate Change Implication(s)

- 9.1 None

10 Human Resources Implication(s)

- 10.1 None

11 Health and Wellbeing Implication(s)

11.1 None

12 Communication and Engagement Implication(s)

12.1 None

13 Link to Corporate Priorities

13.1 The committee timetable supports the corporate priorities under “A well-run Council which puts our customers first”.

14 Equality and Diversity

14.1 An Equality Impact Assessment (EqIA) was not completed because this report does not propose changes to existing service-related policies or the development of new service-related policies.

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Date	25 January 2024

Appendix A – Draft Committee Timetable 2024/2

Appendix A

	2024												2025				
	May	June	July	August	September	October	November	December	January	February	March	April	May				
Saturday		1									1						
Sunday		2									2						
Monday		3									3						
Tuesday		4 Cabinet	1								4 Cabinet	1 Cabinet					
Wednesday	1	5	2								5	2					
Thursday	2 election	6 MDSG	3								6	3	1 election				
Friday	3	7	4								7	4	2				
Saturday	4	8	5								8	5	3				
Sunday	5	9	6								9	6	4				
Monday	6 BANK HOLIDAY	10	7								10	7	5 BANK HOLIDAY				
Tuesday	7	11 CHP	8 Cabinet	6 Cabinet	10 Climate	8 Cabinet	5 Cabinet	9 Licensing	6 Cabinet	4 Cabinet	11	8	6				
Wednesday	8	12 standards	9 Climate	7 CHP	11	9	6 Climate	11	7	5	12 Council	9 DMC	7				
Thursday	9	13 OSC Work Shop	10	8	12 DMC	10	7 CHP	12	8	6	13 DMC	10	8				
Friday	10	14	11	9	13	11	8	13	9	7	14	11	9				
Saturday	11	15	12	10	14	12	9	14	10	8	15	12	10				
Sunday	12	16	13	11	15	13	10	15	11	9	16	13	11				
Monday	13	17	14	12	16	14	11	16	12	10	17	14	12				
Tuesday	14	18 Licensing	15 CPPP	13	17 CPPP	15 Licensing	12	17	13 DMC	11 Grants	18 OSC	15 CCP	13				
Wednesday	15	19 Grants	16 Council	14	18 Council	16	13 Council	18	14 Climate	12 Standards	19	16	14				
Thursday	16	20 CPPP	17	15 CPPP	19	17	14	19	15 DMC	13 DMC	20 CPPP	17	15				
Friday	17	21	18	16	20	18	15	20	16	14	21	18	16				
Saturday	18	22	19	17	21	19	16	21	17	15	22	19	17				
Sunday	19	23	20	18	22	20	17	22	18	16	23	20	18				
Monday	20 Annual Council	24	21	19	23 standards	21	18	23	20	17	24 Audit	21 BANK HOLIDAY	19				
Tuesday	21	25 Audit	22	20	24 OSC	22	19 CPPP	24	21 Special Cabine	18 CPPP	25	22	20				
Wednesday	22	26	23	21	25 CCP	23	20	25 BANK HOLIDAY	22	19 CHP	26 MSDG	23	21				
Thursday	23	27 DMC	24	22 Licensing	26 Grants	24	21 DMC	26 BANK HOLIDAY	23	20	27	24	22				
Friday	24	28	25	23	27	25	22 OSC	27	24	21	28	25	23				
Saturday	25	29	26	24	28	26	23	28	25	22	29	26	24				
Sunday	26	30	27	25	29	27	24	29	26	23	30	27	25				
Monday	27 BANK HOLIDAY		28	26 BANK HOLIDAY	30	28	25	30	27	24 Special Council	31	28	26 BANK HOLIDAY				
Tuesday	28		29	27		29	26	31	28	25 Licensing		29	27				
Wednesday	29		30	28		30	27		29	26		30	28				
Thursday	30		31	29		31	28		30	27		31	29				
Friday	31			30			29		31	28			30				
Saturday				31			30						31				
Sunday																	

ALCOHOL	Alcohol and Regulated Entertainment Committee	2.30pm
ANN. COUNCIL	Annual Council	7.30pm
AUDIT	Audit Committee	7.30pm
BANK HOLIDAY		all day
CABINET	Cabinet	6.30pm
CHP	Cabinet Housing Panel	7.30pm
CLIMATE	Climate Biodiversity Cabinet Panel	7.30pm

COUNCIL	Council	7.30pm
CPPP	Cabinet Planning and Parking Panel	7.30pm
CCP	Community Cabinet Panel	6.00pm
DMC	Development Management Committee	7.30pm
EMAP	Estates Management Appeals Panel	7.30pm
GPB	General Procurement Board	6.30pm
GRANTS	Grants Board	6.30pm
HIGHWAYS	Highways Liaison Meeting	7.30pm
LICENSING	Licensing Committee	7.30pm
MD	Member Development Session	various
MDSG	Member Development Steering Group	7.00pm
OSC	Overview and Scrutiny Committee	7.30pm
Pre-Cab	Pre-Cabinet Briefing	5.00pm
SPEC. CABINET	Special Cabinet	6.30pm
SPEC. COUNCIL	Special Council	7.30pm
STANDARDS	Standards Committee	7.30pm