

WELWYN HATFIELD BOROUGH COUNCIL
COUNCIL – 16 NOVEMBER 2022
REPORT OF THE ASSISTANT DIRECTOR (LEGAL AND GOVERNANCE)

TIMETABLE OF MEETINGS 2023/24

1 Executive Summary

- 1.1 The purpose of this report is to seek approval to the timetable of meetings for the 2023/24 Municipal Year.

2 Recommendation

- 2.1 That the timetable setting out dates of meetings for the Municipal Year 2023/24, 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.

Name of author	Alison Marston 01707 357444
Title	Governance Services Manager
Date	3 November 2022

Appendix A – Draft Committee Timetable 2023/24

	2023								2024				
	May	June	July	August	September	October	November	December	January	February	March	April	May
Saturday			1										
Sunday			2										
Monday	1 BANK HOLIDAY		3			1			1 BANK HOLIDAY			1 BANK HOLIDAY	
Tuesday	2		4	1		2			2			2	
Wednesday	3		5 CWCP	2		3	1 Grants		3			3	1
Thursday	4 ELECTIONS	1 OSC WORKSHOP	6	3 CHP		4 CPPP	2 CHP		4	1 CHP		4	2 ELECTIONS
Friday	5		7	4	1	5	3	1	5	2	1	5	3
Saturday	6	3	8	5	2	7	4	2	6	3	2	6	4
Sunday	7	4	9	6	3	8	5	3	7	4	3	7	5
Monday	8	5	10	7	4	9	6	4	8	5	Council	8	6
Tuesday	9 Induction	6 Cabinet	11 Cabinet	8 Cabinet	5 Cabinet	10 Cabinet	7 Cabinet	5 Cabinet	9 Cabinet	6 Cabinet	5 Cabinet	9	7
Wednesday	10	7	12 Climate	9	6 Climate	11 CWCP	8 Climate	6 Grants	10	7 Grants	6 Climate	10	8
Thursday	11 Induction	8 CHP	13	10	7 DMC	12 Highways	9 CPPP	7	11 DMC	8 DMC	7 DMC	11	9
Friday	12	9	14	11	8	13	10	8	12	9	8	12	10
Saturday	13	10	15	12	9	14	11	9	13	10	9	13	11
Sunday	14	11	16	13	10	15	12	10	14	11	10	14	12
Monday	15	12	17	14	11	16 Licensing	13	11 Licensing	15	12	11	15	13
Tuesday	16 Induction	13 MDSG	18 OSC	15	12	17	14	12	16 OSC	13	12 OSC	16	14
Wednesday	17	14 Standards	19 Council	16	13	18	15	13	17 Climate	14	13 Council	17	15
Thursday	18 Induction	15 DMC	20 CPPP	17 CPPP	14 CPPP	19 DMC	16	14	18 CPPP	15 CPPP	14 CPPP	18	16
Friday	19	16	21	18	15	20	17	15	19	16	15	19	17
Saturday	20	17	22	19	16	21	18	16	20	17	16	20	18
Sunday	21	18	23	20	17	22	19	17	21	18	17	21	19
Monday	22 ANN. COUNCIL	19	24	21	18	23 Audit	20	18	22	19 Standards	18 Audit	22	20 ANN. COUNCIL
Tuesday	23	20 Licensing	25	22	19	24	21	19	23 Special Cabinet	20	19	23	21
Wednesday	24	21 Grants	26	23	20	25	22	20	24 CWCP	21 *Special Council	20 CWCP	24	22
Thursday	25 OSC WORKSHOP	22 CPPP	27 DMC	24 Licensing	21	26	23	21	25	22	21 MDSG	25	23
Friday	26	23	28	25	22	27	24	22	26	23	22	26	24
Saturday	27	24	29	26	23	28	25	23	27	24	23	27	25
Sunday	28	25	30	27	24	29	26	24	28	25	24	28	26
Monday	29 BANK HOLIDAY	26	31	28 BANK HOLIDAY	25 Standards	30	27	25 BANK HOLIDAY	29	26 Licensing	25	29	27 BANK HOLIDAY
Tuesday	30	27		29	26 OSC	31	28	26 BANK HOLIDAY	30 Audit	27 Highways	26	30	28
Wednesday	31	Audit		30	27 Grants		29	27 Standards		28	27		29
Thursday					28		30	28		29	28		30
Friday					29		31	29			29 BANK HOLIDAY		31
Saturday					30			30					
Sunday								31					

*21 February 2024 / Special Council - This date is dependent on the HCC budget date, so is subject to change

ALCOHOL	Alcohol and Regulated Entertainment Committee	2.30pm
ANN. COUNCIL	Annual Council	7.30pm
AUDIT	Audit Committee	7.30pm
CABINET	Cabinet	5.00pm
CHP	Cabinet Housing Panel	7.30pm
CLIMATE	Climate Change Group	7.30pm
COUNCIL	Council	7.30pm
CPPP	Cabinet Planning and Parking Panel	7.30pm
CWCP	Campus West 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
SPEC. CABINET	Special Cabinet	5.00pm
SPEC. COUNCIL	Special Council	7.30pm
STANDARDS	Standards Committee	7.30pm