

Report to the Full Council



15 May 2025

Wards: All

Committee Meeting Schedule 2025/26

Report of the Director of Legal Services and Partnerships

This item is not exempt
Therefore exempt reasons are not applicable

This is a non-key decision.

1. Purpose of the Report and Summary

- 1.1 To propose a schedule of meetings for the 2025/26 Municipal Year as required by the Local Government Act, 1972, Schedule 12.

2. Recommendations

- 2.1 That Council approves the dates of Council Committee meetings for 2024/25 in accordance with the attached schedule (Appendix 1).

3. Reasons for Recommendations

- 3.1 Proposing a schedule of meetings is a requirement of the Local Government Act, 1972, Schedule 12.
- 3.2 Setting the meetings schedule at the start of the Municipal Year will ensure that the Council is transparent in its approach to decision making and allow all Elected Members the opportunity to ensure their future availability.

4. Key Organisational Impacts

- 4.1 The reports proposes the schedule of meetings which will enable the decision making process to function effectively.

4.2 Equalities Impact Information

The report provides details of the schedule of committee meetings over the municipal year, there are therefore no direct equalities impacts.

5. Consultation

5.1 Any changes, where applicable, to Executive Committees have been discussed with either the membership of those Committees or considered formally (in the case of Area Committees) by the Committee itself. Further consultation is taking place with North Area Committee to attempt to resolve the issue of back-to-back meetings with Scrutiny Committees on the 24th July, the schedule will be updated following this consideration.

6. Background

6.1 The Local Government Act, 1972, Schedule 12 provides that:

- (1) A principal Council may in every year hold, in addition to the annual meeting, such other meetings as they may determine.
- (2) Those other meetings shall be held at such hour and on such days as the Council may determine.

6.2 The Schedule of Council Committees and Commissions is currently organised to ensure as few meeting clashes as possible and this is proposed to continue with established meeting slots being carried forward into the new Municipal Year, where possible.

7. Issues for Consideration

7.1 Hull City Council undertakes local decision-making via Area Committees. Consideration has been given to the need to evenly spread Area Committee meetings across the year to ensure effective governance arrangements at a local level and that service standards are maintained in accordance with the aims of the Council.

7.2 The proposed dates for meetings of the Committee and Commissions remain consistent with previous years.

- 7.3 There has also been consideration of school holidays in terms of the Overview and Scrutiny Commission which has education within its remit due to its reliance on staff that tend to schedule their own leave around school holidays.

8. Options and Risk Assessment

8.1 **Approve the dates as per the attached schedules.**

Proposing a schedule of meetings is a requirement of the Local Government Act, 1972, Schedule 12.

This ensures that the meetings schedule is established at the start of the Municipal Year and that the Council remains transparent in its approach to decision making. Doing so also enables all Elected Members the opportunity to ensure their future availability and mitigates any future meeting clashes.

There is no risk associated with this option.

This is the recommended option.

8.2 **Do not approve the dates as per the attached schedules.**

Arranging the schedule to take account of all of the meetings of the Council is a significant undertaking. Any changes proposed to any of the meeting dates will potentially have an impact on the availability of members who attend those Committees and staff resources in support.

The absence of an agreed schedule of meetings may cause delays in the decision-making process and would present a risk of the Council being unable to effectively discharge its governance arrangements. As the proposed schedule of meetings is a requirement of the Local Government Act, 1972, Schedule 12, this Option is not recommended.

This option is not recommended.

9. Comments of the Monitoring Officer(Town Clerk)

- 9.1 As identified in the report at paragraph 7, the proposal of dates for the schedule of meetings is a requirement pursuant to schedule 12 of the Local Government Act 1972. [IA]
10. Comments of the Section 151 Officer (Director of Finance and Transformation)
- 10.1 The section 151 Officer notes the report and the proposed schedule of meetings. (SM)
11. Comments of the Assistant Director OD & HR and compliance with the Equality Duty
- 11.1 There are no staffing or equality issues arising from this decision. KH
12. Comments of Overview and Scrutiny
- 12.1 This report has not been subject to pre-decision scrutiny. Ref: Sc8755 [MK].

Ian Anderson
Director of Legal Services and Partnerships

Contact Officer: Alex Holgate Telephone No.: 615059

Officer Interests: None

Background Documents: - A list of background documents must be included. These documents are then available (if not exempt) for public inspection.

Implications Matrix

This section must be completed and you must ensure that you have fully considered all potential implications

This matrix provides a simple check list for the things you need to have considered within your report

If there are no implications please state

I have informed and sought advice from HR, Legal, Finance, Overview and Scrutiny and the Climate Change Advisor and any other key stakeholders i.e. Portfolio Holder, relevant Ward Members etc prior to submitting this report for official comments	Yes
I have considered whether this report requests a decision that is outside the Budget and Policy Framework approved by Council	Yes
Value for money considerations have been accounted for within the report	Yes
The report is approved by the relevant City Manager	Yes
I have included any procurement/commercial issues/implications within the report	Yes
I have considered the potential media interest in this report and liaised with the Media Team to ensure that they are briefed to respond to media interest.	Yes
I have included any equalities and diversity implications within the report and where necessary I have completed an Equalities Impact Assessment and the outcomes are included within the report	Yes
Any Health and Safety implications are included within the report	Yes
Any human rights implications are included within the report	Yes
I have included any community safety implications and paid regard to Section 17 of the Crime and Disorder Act within the report	Yes
I have liaised with the Climate Change Advisor and any environmental and climate	Yes

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change issues/sustainability implications are included within the report	
I have included information about how this report contributes to the City Plan/ Area priorities within the report	Yes
I have considered the impact on air quality, carried out an appropriate assessment and included any resulting actions or opportunities necessary to improve air quality in the report.	Yes