

Item No. 6.3	Classification: Open	Date: 22 March 2023	Meeting Name: Council Assembly
Report title:		Council Assembly Dates and Calendar of Meetings 2023-2024	
Ward(s) or groups affected:		All	
From:		Constitutional Steering Panel	

RECOMMENDATIONS

1. That council assembly agree the following dates for meetings of council assembly be fixed in the council calendar for the 2023-24 municipal year:

Council Assembly	Type of Meeting
Saturday 20 May 2023 at 11am (Date as agreed by council assembly 24 March 2022)	Mayor Making/Annual Meeting <i>Note: To be held jointly with Civic Awards Ceremony</i>
Wednesday 23 July 2023	Ordinary meeting
Wednesday 22 November 2023	Ordinary meeting
Wednesday 21 February 2024	Budget and council tax setting
Wednesday 20 March 2024	Ordinary meeting
Wednesday 22 May 2024 at 6pm <i>*Alternative date: Saturday 1 June 2024 at 11am</i>	Mayor Making/Annual meeting <i>Note: May be held jointly with Civic Awards Ceremony</i>

*Note that 1 June 2024 is the last Saturday of half-term.

2. That council assembly agree dates for Mayor Making / Annual meetings of council assembly for 2025 to 2027 municipal years as detailed in paragraph 6 of this report.
3. That the calendar of council meetings for the 2023-24 municipal year as shown at Appendix 1 be noted.

BACKGROUND INFORMATION

Council assembly dates

4. Council assembly procedure rules require that meetings shall take place on such dates as agreed by council assembly.

5. The proposed dates are based on the 2022-23 calendar of meetings and in line with the practice adopted at council assembly in July 2016 of five meetings per municipal year, which includes the annual council assembly meeting.
6. The Mayor Making/Annual meeting is usually held at Southwark Cathedral in May. Dates at the Cathedral get booked up quite early therefore proposed future dates for the Mayor Making/Annual meeting are listed below in order to secure the booking at the earliest. The dates are:
 - Saturday 17 May 2025 11am
 - Saturday 16 May 2026 11am
 - Saturday 15 May 2027 11am

KEY ISSUES FOR CONSIDERATION

7. A schedule of council assembly meetings for the 2023-24 municipal year has been prepared and is shown at recommendation 1.
8. Council assembly will need to be asked to formally agree these dates, in accordance with constitutional provision council assembly procedure rule 2.1.
9. A calendar of all council meetings for the 2023-24 municipal year (including council assembly meetings) has been prepared and is shown at Appendix 1. Appendix 2 is a list of all meetings for 2023-24 in a table format.
10. The calendar (Appendix 1) includes the dates for school holidays, party conferences and other committed dates. Due to business demands of the service, certain meetings will meet more frequently, for example, cabinet, overview and scrutiny committee and planning committee. Cabinet procedure rule 2.1 requires that the cabinet should meet at least eight times per year; therefore cabinet meetings are scheduled in line with this requirement. Scrutiny sub-committees are included in the draft calendar, pending their establishment by the overview and scrutiny committee.
11. The draft calendar has been circulated to group whips and relevant officers and comments have been collated as received and appropriate amendments made. The meeting cycle and framework has been scheduled in accordance with the council's governance arrangements and the current referral mechanism.
12. In respect of meetings other than council assembly, this calendar is subject to amendments, additions and cancellations. The calendar is published on the council's website and is regularly updated throughout the year.
13. The early planning and scheduling of formal council meetings is a vital and integral part of the decision making process. This supports the efficient administration of the council.

Policy framework implications

14. This report is not considered to have direct policy implications.

Community, equalities (including socio-economic) and health impacts

15. Publicising details of council and committee meetings will enable all stakeholders and the community to forward plan, should they wish to attend and, if appropriate, address those meetings, in accordance with the constitution. The constitution enables people, including the local community where relevant, to understand the role that they can play in the decision making of the council.

Climate change implications

16. There are no direct climate change implications arising from this report.

Legal implications

17. Legal comments are incorporated within the report.

Financial implications

18. There are no direct resource implications in the context of this report.

Consultation

19. Consultation has been undertaken with the Mayor, Group whips and relevant officers.

SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

20. Any legal issues are outlined in the body of the report.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Southwark Constitution: http://moderngov.southwark.gov.uk/ieListMeetings.aspx?CIId=425&Year=0	Council Offices, 160 Tooley Street, London SE1 2QH	Constitutional Team Email: constitutional.team@southwark.gov.uk Tel: 020 7525 7055

APPENDICES

Appendix	Title
Appendix 1	Council Calendar 2023-24
Appendix 2	Council Calendar 2023-24 (table format)

AUDIT TRAIL

Lead Officer	Chidilim Agada, Head of Constitutional and Member Services	
Report Author	Chidilim Agada, Head of Constitutional and Member Services Gerald Gohler, Constitutional Officer	
Version	Final	
Dated	20 February 2023	
Key Decision?	No	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments Sought	Comments Included
Assistant Chief Executive – Governance and Assurance	Yes	Incorporated in the report
Strategic Director of Finance and Governance	No	No
Cabinet Member	No	No
Date final report sent to Constitutional Team	20 February 2023	