

## CALENDAR OF MEETINGS 2025-26

**Meeting:** Executive

**Date Of Meeting:** 14 November 2024

**Report Author(s):** Frank Jeffrey and Becky Capon

**Lead Officer:** Kevin Foster | Kevin.Foster@woking.gov.uk

**Portfolio Holder:** Cllr Ann-Marie Barker | cllrann-marie.barker@woking.gov.uk

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Will the decision be open for call in (i.e. is it a key decision)?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

### 1.0 Purpose of Report

1.1 The purpose of the report is to recommend to Council the proposed Calendar of Meetings for 2025/26.

### 2.0 Recommendations

2.1 The Executive is requested to:

#### RECOMMEND TO COUNCIL THAT

**The Calendar of Meetings 2025/26 be approved as set out in Appendix 1 to the report.**

#### Reason for Decision

2.2 In accordance with Standing Order 1.2 of the Constitution, which states that “The date of the annual (Council) meeting and those of ordinary meetings shall be fixed by the Council in or about December of the preceding municipal year”.

### 3.0 Calendar of Meetings 2025/26

3.1 The proposed Calendar of Meetings for 2025/26 is attached as Appendix 1. In preparing the Calendar, consideration has been given to Bank Holidays and school holidays, as far as possible. The Calendar for 2025/26 has been prepared on the same basis as the current year.

3.2 Extraordinary meetings of the Executive and Full Council have been requested to be held on Monday, 1 September 2025 to determine the outcome of the procurement exercise for the Council’s leisure contract, which is being undertaken by external consultants. Once the decision has been made the Council would issue procurement outcome letters, which would be followed by a two-week standstill period to allow for any challenge from unsuccessful bidders. The Council would begin the mobilisation

period at the beginning of September, allowing 2.5 months prior to the contract end with the existing provider at the start of December. Ideally a period of three months would be allowed for the mobilisation period as a shorter timeframe would have some risk attached, however holding meetings of the Executive and Full Council during August would lead to issues with Member availability during the holiday period.

### **4.0 Background**

- 4.1 In accordance with Standing Order 1.2 of the Constitution, the date of the annual (Council) meeting and those of ordinary meetings shall be fixed by the Council in or about December of the preceding municipal year.

### **5.0 Options Considered**

- 5.1 As in previous years the Group Leaders, Deputy Group Leaders along with the Chairmen and Vice-Chairmen of the Scrutiny Committees have been consulted on the proposed Calendar.

### **6.0 Decision Type/Scope [Council and Executive only]**

- 6.1 This is a non-key decision.

### **7.0 Implications**

#### Legal

- 7.1 In accordance with Standing Order 1.2 of the Constitution, the date of the annual (Council) meeting and those of ordinary meetings shall be fixed by the Council in or about December of the preceding municipal year.

#### Resources (including finance)

- 7.2 No specific resource implications arising from this report.

#### Risks and Mitigation

- 7.3 The Council is required to set meeting dates for Full Council and the Council's committees to enable the organisation to discharge its statutory responsibilities.

#### Consultation, Equality Impact Assessments

- 7.4 As in previous years the Group Leaders, Deputy Group Leaders along with the Chairmen and Vice-Chairmen of the Scrutiny Committees have been consulted on the proposed Calendar.

#### Environment and Climate Change

- 7.5 No specific environment and climate changes implications arising from this report.

**8.0 Supporting Documents**

Appendices

8.1 Appendix 1 – Calendar of Meetings for 2025-26

**Report Ends**