

EXECUTIVE COUNCIL

PUBLIC

Title:	Proposed Schedule of Meetings January to December 2025
Paper Number:	167/24
Date:	29 October 2024
Responsible Director:	Chief Executive
Report Author:	Clerk of Executive Council and Legislative Assembly
Portfolio Holder:	MLA Roger Spink
Reason for paper:	This paper is submitted to Executive Council: To meet a statutory requirement
Publication:	Yes
Previous papers:	Annual Reports
List of Documents:	Appendix A: Schedule of Meetings

1. Recommendations

Honourable Members are recommended to approve:

- (a) That Executive Council approves the proposed schedule of Executive Council, Standing Finance Committee and Legislative Assembly meetings for January to December 2025 as outlined in Appendix A, however, should additional meetings be required these can be summoned under Section 62 of the Constitution and Executive Council Standing Orders Part II clause 7.
- (b) That the proposed schedule of Legislative Assembly sessions are subject to cancellation/postponement should there be insufficient business with a minimum of eight sittings being held within the year.

2. Additional Budgetary Implications

2.1 None

3. Executive Summary

- 3.1 The report seeks to schedule the meetings for 2025. All Members have been consulted on the options put forward for consideration and approval.
- 3.2 Due to the General Election in 2025, and, dissolution, no meetings will be scheduled for October. In the case of an emergency, the Legislative Assembly may be recalled by the Governor under the Falkland Islands Constitution Order 2008 section 35.

4. Background and Links to Islands Plan and Directorate Business Plans

- 4.1 The proposed schedule of meetings for Executive Council and Legislative Assembly is submitted for approval in October of each year for the subsequent year.
- 4.2 Executive Council meetings are schedule to be held once per month, however should they require additional meeting these can be summoned under the Constitution and Executive Council Standing Orders.

5. Resource Implications

5.1 Financial Implications

None

5.2 Human Resource Implications

Facilitation of meetings can be resourced from within the current establishment.

5.3 Other Resource Implications

None

6. Legal Implications

- 6.1 In accordance with Legislative Assembly Standing Order 1 (2) “Each session of the Legislative Assembly shall be held at such place within the Falkland Islands and shall begin at such time as the Governor may appoint by Proclamation published in the Gazette.
- 6.2 In accordance with Section 62 of the Constitution and Section 7 of the Executive Council Standing Orders

“Summoning a meeting

- (1) The Governor may summon a meeting of the Council at any time and must summon a meeting when requested by two or more members.
- (2) Without limiting the power in (1) above to call meetings at any time (**‘extraordinary meetings’**), the secretary will prepare a schedule of meetings for the following twelve months:

(a) at or after the first meeting of the Legislative Assembly following the dissolution of the Legislative Assembly; and

(b) at or before the first meeting of the Executive Council in any calendar year. (In practice the secretary will seek to obtain Council approval of the schedule of ordinary meetings at a Council meeting in November of the preceding year);

and invite the Council to agree the schedule of meetings for the calendar year (**'ordinary meetings'**).

7. Environmental & Sustainability Implications

7.1 None

8. Significant Risks

8.1 None

9. Camp Implications

9.1 None

10. Consultation

10.1 All Members of the Assembly and Financial Secretary were consulted on the proposed dates.

11. Communication

11.1 The report to be made public.

Appendix A

Executive Council, Standing Finance Committee and Legislative Assembly Dates and Deadlines 2025

January 2025 (MLA Recess 23 December 24 – 9 January 25 (inclusive) to include Christmas and New Year Public Holidays)		
Thursday 9 January	NOON	Peer Review: FS/AG/DPECS Deadline CBF (MoD partnering reports only)
Tuesday 14 January	NOON	EXCO Reports Deadline to the Clerk
Friday 17 January	8.30 am	Senior Admin Meeting
Monday 27 January	13.00	Pre EXCO Meeting
Tuesday 28 January	10.00	EXCO
Wednesday 29 January	13.30	SFC
Thursday 30 January	09.00	Legislative Assembly (Opening of Budget Select Committee)
February 2025		
Thursday 06 February	NOON	Peer Review: FS/AG/DPECS Deadline CBF (MoD partnering reports only)
Tuesday 11 February	NOON	EXCO Reports Deadline to the Clerk
Wednesday 12 February	08.30	Budget Select Committee
Friday 14 February	08.30	Senior Admin Meeting
Thursday 20 February	08.30	Budget Select Committee
Monday 24 February	13.00	Pre EXCO Meeting
Tuesday 25 February	10.00	EXCO
Wednesday 26 February	13.30	SFC
Thursday 27 February	09.00	Legislative Assembly
March 2025		
Thursday 06 March	NOON	Peer Review: FS/AG/DPECS Deadline CBF (MoD partnering reports only)
Thursday 06 March	08.30am	Budget Select Committee
Tuesday 11 March	NOON	EXCO Reports Deadline to the Clerk
Friday 14 March	08.30	Senior Admin Meeting
Thursday 20 March	08.30	Budget Select Committee
Monday 24 March	13.00	Pre EXCO Meeting
Tuesday 25 March	10.00	EXCO
Wednesday 26 March	13.30	SFC
Thursday 27 March	09.00	Legislative Assembly
April 2025		
Wednesday 02 April	08.30	Budget Select Committee
Thursday 03 April	NOON	Peer Review: FS/AG/DPECS Deadline CBF (MoD partnering reports only)
Tuesday 08 April	NOON	EXCO Reports Deadline to the Clerk
Wednesday 09 April	08.30	Budget Select Committee
Friday 11 April	08.30	Senior Admin Meeting
Monday 21 April	13.00	Pre EXCO Meeting

Tuesday 22 April	10.00	EXCO
Wednesday 23 April	13.30	SFC
Thursday 24 April	09.00	Legislative Assembly
May 2025 (BUDGET ONLY)		
Thursday 17 April	NOON	Peer Review: FS/AG/DPECS Deadline CBF (MoD partnering reports only)
Tuesday 22 April	NOON	EXCO Reports Deadline to the Clerk
Friday 25 April	08.30	Senior Admin Meeting
Tuesday 6 May	13.30	EXCO – Budget Papers only
June 2025 (Budget Meetings)		
Thursday 15 May	NOON	Peer Review: FS/AG/DPECS Deadline CBF (MoD partnering reports only)
Tuesday 20 May	NOON	EXCO Reports Deadline to the Clerk
Friday 23 May	08.30	Senior Admin Meeting
Monday 02 June	13.00	Pre EXCO Meeting
Tuesday 03 June	10.00	EXCO (Urgent Only)
	15.00	SFC (if required)
Wednesday 04 June	09.00	LEGISLATIVE ASSEMBLY (Budget Session)
June 2025		
Thursday 05 June	NOON	Peer Review: FS/AG/DPECS Deadline CBF (MoD partnering reports only)
Tuesday 10 June	NOON	EXCO Reports Deadline to the Clerk
Friday 13 June	08.30	Senior Admin Meeting
Monday 23 June	13.00	Pre EXCO Meeting
Tuesday 24 June	10.00	EXCO
Wednesday 25 June	13.30	SFC
Thursday 26 June	09.00	Legislative Assembly
July 2025		
Thursday 10 July	NOON	Peer Review: FS/AG/DPECS Deadline CBF (MoD partnering reports only)
Tuesday 15 July	NOON	EXCO Reports Deadline to the Clerk
Friday 18 July	08.30	Senior Admin Meeting
Monday 28 July	13.00	Pre EXCO Meeting
Tuesday 29 July	10.00	EXCO
Wednesday 30 July	13.30	SFC
Thursday 31 July	09.00	Legislative Assembly
August 2025		
Thursday 07 August	NOON	Peer Review: FS/AG/DPECS Deadline CBF (MoD partnering reports only)
Tuesday 12 August	NOON	EXCO Reports Deadline to the Clerk
Friday 15 August	08.30	Senior Admin Meeting
Monday 25 August	13.00	Pre EXCO Meeting

Tuesday 26 August	10.00	EXCO
Wednesday 27 August	13.30	SFC
Thursday 28 August	09.00	Legislative Assembly
September 2025		
Thursday 04 September	NOON	Peer Review: FS/AG/DPECS Deadline CBF (MoD partnering reports only)
Tuesday 09 September	NOON	EXCO Reports Deadline to the Clerk
Friday 12 September	08.30	Senior Admin Meeting
Monday 22 September	13.00	Pre EXCO Meeting
Tuesday 23 September	10.00	EXCO
Wednesday 24 September	13.30	SFC
Thursday 25 September	09.00	Legislative Assembly
October 2025 - Dissolution – No meetings		
November 2025		
Thursday 6 November TBC	All Day	General Election
Friday 7 November	11.00	Swearing of Executive Council Oaths
Monday 10 November	09.00	Legislative Assembly
New Assembly Induction and Training Programme		
December 2025		
Thursday 27 November	NOON	Peer Review: FS/AG/DPECS Deadline CBF (MoD partnering reports only)
Tuesday 02 December	NOON	EXCO Reports Deadline to the Clerk
Friday 05 December	08.30	Senior Admin Meeting
Monday 15 December	13.00	Pre EXCO Meeting
Tuesday 16 December	10.00	EXCO
Wednesday 17 December	13.30	SFC
Thursday 18 December	09.00	Legislative Assembly
(MLA Recess 23 December – 9 January 2026 (inclusive) to include Christmas and New Year Public Holidays)		