

Cherwell District Council

Council

19 December 2016

<p>Calendar of Meetings 2017/18 and Draft Calendar of Meetings 2018/19</p>

Report of Head of Law and Governance

This report is public

Purpose of report

Council is asked to consider the calendars of meetings for the municipal year 2017/18 and draft calendars for the municipal year 2018/19.

1.0 Recommendations

The meeting is recommended:

- 1.1 To approve the calendar of meetings for Cherwell District Council (CDC) for the municipal year 2017/18 (Appendix 1) and the draft calendar of meetings for the municipal year 2018/19 (Appendix 2).
- 1.2 To approve the joint committees calendar of meetings for the municipal year 2017/18 (Appendix 3) and the draft joint committees calendar of meetings for the municipal year 2018/19 (Appendix 4), subject to similar agreement by South Northamptonshire Council.

2.0 Introduction

- 2.1 It is necessary for the Council to agree a Calendar of Meetings to enable the business of the Council to be programmed appropriately in conjunction with its statutory requirements and the Executive's and Committee's work programmes and to enable the Joint Management Team and Officers to programme key dates into their work plans.
- 2.2 The draft Cherwell District Council (CDC) 2017/18 calendar of meetings was approved by Council in February 2016. The calendar has been slightly amended from the draft version and a revised 2017/18 calendar of meetings is attached at Appendix 1. The draft 2018/19 calendar of meetings is attached at Appendix 2.

- 2.3 The calendars of meetings have been prepared in conjunction with the calendars of meetings for South Northamptonshire Council (SNC) to ensure that the Joint Management Team and shared officers are able to attend relevant meetings at either authority.
- 2.4 The draft calendar of meetings for joint committees with South Northamptonshire Council (Joint Commissioning Committee, Joint Councils Employee Engagement Committee and the Joint Scrutiny Committee) for the municipal year 2017/18 was agreed by the respective CDC and SNC Council meetings in February 2016. The calendar has been slightly amended from the draft version and a revised 2017/18 joint committee calendar of meetings is attached at Appendix 3. The draft 2018/19 joint committee calendar of meetings is attached at Appendix 4.

3.0 Report Details

Cherwell District Council Meeting Calendar

- 3.1 The Cherwell District Council calendars of meetings have been prepared on the basis of the considerations set out below:
- Meeting dates for Committees reflecting the dates in previous years as far as possible.
 - Meeting dates are set to ensure linked committees follow in a timely manner for items that will be considered by more than one Committee.
 - Council meetings being held on Mondays with the exception of:
 - The 2017/18 Annual Council meeting will be held on Tuesday 16 May 2017. This is to allow time for political groups to consider appointments to committees.
 - The 2018/19 Annual Council meeting will be held on Tuesday 15 May 2018. This is to allow for the inclusion of proportionality calculations following the local elections on Thursday 3 May 2018.
 - Meetings of Executive being held on the first Monday of each month with the following exceptions: August and May when no meetings are scheduled.
 - Planning Committee meetings every four weeks with the exception of December/January and April/May/June in both years when the cycle varies between three weekly and five weekly due to the festive season and elections respectively. In all cases the four weekly cycle is reinstated as soon as possible.
 - Meetings of the Overview and Scrutiny Committee and the Budget Planning Committee are scheduled to tie in with key activities undertaken by each Committee e.g. performance monitoring, budget preparation, business plan review and will assist with work programme planning. The scheduling ensures that meetings are held before Executive meetings to enable feedback from the respective Committees to Executive.

- The Accounts, Audit and Risk Committee meeting five times plus an informal meeting prior to the June meeting in 2017/18 and the May meeting in 2018/19 to review the accounts. In 2018/19 the meeting dates of the Committee have been adjusted to take into account the change of deadline (from the end of June to the end of May) for the Statement of Accounts to be approved by the Chief Finance Officer and submitted to the external auditor and the change to the deadline (from the end of September to the end of July) for approval of the final audited Statement of Accounts.
- Licensing Committee, Licensing Sub-Committee, Personnel Committee, Standards Committee and Appeals Committee meetings will be arranged as business requires.
- Two Parish Liaison meetings being held in each municipal year:

2017/18

Wednesday 7 June 2017

Wednesday 8 November 2017

2018/19

Wednesday 6 June 2018

Wednesday 7 November 2018

These meetings are arranged by the Community Infrastructure Officer.

- Executive Business Planning Meetings (BPM) are administered by the PA to the Leader. Dates will be advised in due course.

Joint Committees with South Northamptonshire Council (SNC)

3.2 The joint committee calendars of meetings have been prepared on the basis of the considerations set out below:

- Meetings held on Thursdays and rotating between the CDC and SNC council offices as far as practicable.
- Meetings of the Joint Councils Employee Engagement Committee (JCEEC) and the Joint Commissioning Committee (JCC) held bi-monthly on the same date.
- The Joint Scrutiny Committee (JSC) will meet quarterly.
- Joint Appeals Committee meetings will be arranged as required. No meetings are currently scheduled.

3.3 In addition to the above joint committees, the following informal sub-groups of the JCC are administered by the Business Transformation Team.

- Transformation Joint Working Group (TJWG): This sub-group oversees the detail of the transformation programme, the development of business cases and any other proposals relating to transformation and organisational change. Meetings are held at 9am on the first Wednesday of the month at Bodicote House.

- Commercial Development Panel: This Panel oversees any developmental work that is undertaken on commercial ideas, including the detailed oversight of workstream 11 (commercial development) and any opportunity for commercialising existing services. The group consists of 3 members from SNC and three members from CDC. Meeting dates will be notified to Panel members.
- Transformation Reference Group: This is an informal group consisting of 12 members from each council, but open to all Members. The Group will meet twice a year and provide an opportunity for questions and answers and any updates around the transformation programme.

2017/18

Thursday 25 May 2017, 6pm, The Forum

Thursday 11 January 2018, Bodicote House

2018/19

Thursday 24 May 2018, 6pm, The Forum

Thursday 10 January 2019, 6pm, Bodicote House

- 3.4 In addition to the above joint committees/informal groups, ad hoc Member and group briefings take place for matters of significance. Members will be notified of dates when these are arranged.
- 3.5 Following the change to the Chief Executive's appraisal process, agreed at the 21 July 2016 meeting of the Joint Commissioning Committee (Minute 24), the meetings of the Joint Appraisal Sub-Committee have been removed from the meeting calendar.

Amendments to the Calendars of Meetings

- 3.6 Members are reminded that the Council's Constitution sets out that no alterations to the dates and times of meetings shall take place unless Council, the Committee or Sub-Committee agrees an ad-hoc change or the Chairman of the relevant Committee or Sub-Committee, after consultation with the Head of Law and Governance, concurs with either a cancellation, or an alternative date or time.
- 3.7 Once agreed, all meeting dates will be added to the Council's website. If there are any changes to meeting dates Members will be notified and the website updated accordingly.

4.0 Conclusion and Reasons for Recommendations

- 4.1 It is believed that the proposed calendars of meetings for the municipal years 2017/18 and 2018/19 as set out in the appendices will provide a suitable decision making framework for Cherwell District Council.

5.0 Consultation

None

6.0 Alternative Options and Reasons for Rejection

- 6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: To amend dates in the proposed calendar. It should be noted that any changes to the calendar of meetings may have a knock-on effect to the meeting cycle or performance targets / statutory deadlines which may in turn require the whole calendar to be redrafted.

7.0 Implications

Financial and Resource Implications

- 7.1 There are no financial implications arising directly from this report.

Comments checked by:
Paul Sutton, Chief Finance Officer,
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Legal Implications

- 7.2 There are no legal implications arising directly from this report.

Comments checked by:
Kevin Lane, Head of Law and Governance, 0300 003 0106,
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Risk Implications

- 7.3 The Council needs to have in place a programme of meetings to ensure effective and efficient decision making.

Comments checked by:
Kevin Lane, Head of Law and Governance, 0300 003 0106,
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8.0 Decision Information

Wards Affected

All

Links to Corporate Plan and Policy Framework

Agreement of a calendar of meetings has significant implications for the Council's business planning and the programming of work.

Lead Councillor

None

Document Information

Appendix No	Title
1	Proposed CDC calendar of meetings for the municipal year 2017/18
2	Proposed draft CDC calendar of meetings for the municipal year 2018/19
3	Proposed joint committee calendar of meetings for the municipal year 2017/18
4	Proposed draft joint committee calendar of meetings for the municipal year 2018/19
Background Papers	
None	
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