

# **Cherwell District Council**

## **Council**

**18 December 2017**

<b>Calendar of Meetings 2018/19</b>
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### **Report of Assistant Director – Transformational Governance**

This report is public

#### **Purpose of report**

Council is asked to consider the calendars of meetings 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 2018/19 (Appendix 1).
- 1.2 To approve the joint committees calendar of meetings for the municipal year 2018/19 (Appendix 2), 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 senior managers and officers to programme key dates into their work plans.
- 2.2 The draft Cherwell District Council (CDC) 2018/19 calendar of meetings was approved by Council in December 2016. The calendar has been slightly amended from the draft version and a revised 2017/18 calendar of meetings is attached at Appendix 1.
- 2.3 The calendar of meetings has been prepared in conjunction with the calendars of meetings for South Northamptonshire Council (SNC) to ensure that senior officers and 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 2018/19 was agreed by the respective CDC and SNC Council meetings in December 2016. The calendar has been slightly amended from the draft version and a revised 2018/19 joint committee calendar of meetings is attached at Appendix 2.

### **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 2018/19 Annual Council meeting which 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.
  - Executive Business Planning Meetings (BPM) are administered by the PA to the Leader. They are scheduled for the third Tuesday of each month as far as practicable.
  - Planning Committee meetings scheduled every four weeks as far as practicable with exceptions during the festive season and elections period. Following the establishment of a shared Development Management Team, no Cherwell District Council or South Northamptonshire Council Planning Committee meetings are scheduled for the same date to enable the Development Services Manager to attend all meetings at both authorities and other officers to attend as necessary.
  - 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 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.
- Dates for all Member briefings (for all CDC and SNC Members) have been included on the calendar of meetings. The briefings are scheduled bi-monthly and the day of the week varies in acknowledgement of other commitments Members have. Details of what each session will cover will be notified to members closer to the date.
- Two Parish Liaison meetings being held in the 2018/19 each municipal year:

Wednesday 6 June 2018

Wednesday 7 November 2018

These meetings are arranged by the Community Infrastructure Officer.

### **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.
- Joint Executive and Cabinet Business Planning Meetings (BPM) held bi-monthly.

3.3 In addition to the above joint committees, there are two informal sub-groups of the JCC, Transformation Joint Working Group (TJWG) and the Commercial Development Panel (CDP), which are administered by the Business Transformation Team. Meeting dates will be notified to members of the respective sub-groups.

### **Amendments to the Calendars of Meetings**

3.4 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 Assistant Director –

Transformational Governance, concurs with either a cancellation, or an alternative date or time.

- 3.5 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 year 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, 0300 003 0107  
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### **Legal Implications**

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

Comments checked by:  
James Doble, Assistant Director – Transformational Governance, 01295 221587,  
james.doble@cherwellandsouthnorthants.gov.uk

## 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:

James Doble, Assistant Director – Transformational Governance, 01295 221587,  
james.doble@cherwellandsouthnorthants.gov.uk

## 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 2018/19
2	Proposed joint committee calendar of meetings for the municipal year 2018/19
Background Papers	
None	
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