

# Council

## Calendar of Meetings 2012/13

30 January 2012

### Report of Head of Law and Governance

#### PURPOSE OF REPORT

Council is asked to consider the calendar of meetings for 2012/13.

This report is public
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#### Recommendations

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Council is recommended to:

- (1) Approve the calendar of meetings 2012/13.

#### Executive Summary

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##### Introduction

- 1.1 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.
- 1.2 This calendar of meetings has been prepared in conjunction with the calendar of meetings for South Northamptonshire Council to ensure that the Joint Management Team and shared officers are able to attend relevant meetings at either authority.
- 1.3 The draft calendar of meetings for 2012/13 is attached at Appendix 1 to this report and incorporates all Cherwell District Council meetings and meetings of Joint Committee with South Northamptonshire Council.
- 1.4 Appendix 2 lists all proposed Cherwell District Council meetings for 2012/13. Appendix 3 lists all proposed meetings of joint committees with South Northamptonshire Council for 2012/13.
- 1.5 The Joint Management Team has been consulted on the proposed calendar of meetings. Their comments have been included and the proposed calendar of meetings was endorsed by the Joint Management Team at their meeting

of 11 January 2012.

## **Proposals**

- 1.6 The proposed calendar of meetings has been prepared on the basis of:
- Meetings of Executive being held on the first Monday of each month with the exception of May 2012 when it is proposed to hold the meeting on the last Monday and June 2012 when it is proposed to hold the meeting on the third Monday due to the local elections and bank holidays.
  - Overview and Scrutiny Committee and Resources and Performance Scrutiny Board holding their first meeting in mid-June and subsequent meetings approximately every six weeks to assist with work programme planning. The Finance Scrutiny Working Group and Performance Scrutiny Working Group will meet quarterly.
  - Planning Committee meetings every four weeks with the exception of April 2013 when there will be a three week cycle due to the elections.
  - Personnel Committee and Council and Employee Joint Committee meeting quarterly.
  - The Accounts, Audit and Risk Committee meeting five time plus an extra informal meeting in June to review the accounts.
  - Licensing Committee, Licensing Sub-Committee, Standards Assessment Sub-Committee and Appeals Committee meetings will be arranged as business requires.
  - Two Parish Liaison meetings being held (June and November). These meetings are arranged by the Rural Development and Countryside Manager.
  - Meetings of the joint committee with South Northamptonshire Council: Joint Personnel Committee, Joint Arrangements Steering Group and Joint Appraisal Sub-Committee, will be held on a Thursday at 7pm. The venue for these meetings will rotate between Springfields, Towcester and Bodicote House. Meetings of the Joint Appeals Committee will be arranged as business requires.
- 1.7 Should the proposed calendar of meetings be approved, a colour spreadsheet of the timetable will be produced and circulated to all Members.

## **Conclusion**

- 1.8 It is believed that the proposed calendar of meetings 2012/13 as set in the appendices will provide a suitable decision making framework for Cherwell District Council.

## **Key Issues for Consideration/Reasons for Decision and Options**

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The following options have been identified. The approach in the recommendations is believed to be the best way forward

**Option One** To approve the proposed calendar of meetings 2012/13 in the current form

**Option Two** 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.

## **Consultations**

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**Joint Management Team** All comments and feedback have been incorporated in the proposed calendar of meetings

## **Implications**

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**Financial:** There are no financial implications associated with this report

Comments checked by Karen Curtin, Head of Finance and Procurement, Tel: 0300 003 0106,  
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**Legal:** There are no legal implications associated with this report

Comments checked by Kevin Lane, Head of Law and Governance, Tel: 0300 003 0107,  
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**Risk Management:** There are no risk implications associated with this report

Comments checked by Claire Taylor, Corporate Performance Manager, 0300 003 0113,  
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## **Wards Affected**

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All

## **Document Information**

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<b>Appendix No</b>	<b>Title</b>
Appendix 1	Proposed Calendar of Meetings 2012/13 (List)
Appendix 2	Proposed Calendar of Meetings 2012/13 (Table)
Appendix 3	Proposed Calendar of Joint Committee Meetings 2012/13 (Table)
<b>Background Papers</b>	
None	
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