

# Council

## Calendar of Meetings Municipal Year 2013/14

17 December 2012

### Report of Head of Law and Governance

#### PURPOSE OF REPORT

Council is asked to consider the calendar of meetings for the municipal year 2013/14.

This report is public
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#### Recommendations

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Council is recommended to:

- (1) Approve the calendar of meetings for the municipal year 2013/14.

#### 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 2013/14 is attached at Appendix 1 to this report. Appendix 2 lists all proposed meetings of joint committees and other bodies with South Northamptonshire Council for 2013/14.
- 1.4 The Joint Management Team has been consulted on the proposed calendar of meetings and their comments have been accommodated.
- 1.5 The draft calendar of meetings extends to August 2014 to allow for scheduling to take into account the elections to the European Parliament which will be held in all member states of the European Union between 5 and 8 June 2014, unless the Council of the European Union acting

unanimously decides to change the dates.

- 1.6 The date of the elections in the UK will not be confirmed until an order from the Secretary of State is made, however an assumption is made that it will be on Thursday 5 June 2014, because the traditional polling day in the UK is on Thursdays.
- 1.7 The last UK European Parliament elections were held concurrently with the county council elections in England on 4 June 2009. Cherwell District Council is scheduled to hold district and parish elections in 2014. It is not yet known if the traditional first Thursday in May election date for local elections will be amended to again run concurrently with the UK European Parliament elections. Should this be the case, a revised calendar will be submitted to Council for consideration.

### **Proposals**

- 1.8 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 2013 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 at the end of May 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 December 2013/January 2014 when there will be a three week cycle due to the festive season and April/May when there will be an extended gap between meetings due to the elections. However, for the reasons outlined in paragraph 1.7 this may be subject to change.
  - Personnel Committee and Council and Employee Joint Committee meeting quarterly.
  - The Accounts, Audit and Risk Committee meeting five times plus an extra informal meeting in June to review the accounts.
  - Licensing Committee, Licensing Sub-Committee, Standards Committee and Appeals Committee meetings will be arranged as business requires.
  - Two Parish Liaison meetings being held (Wednesday 12 June 2013 and Wednesday 13 November 2013). These meetings are arranged by the Rural Development and Countryside Manager.
  - Meetings of joint committees with South Northamptonshire Council: The Place Programme Board and Joint Arrangements Steering Group will meet every two months. Two meetings of the Joint Appraisal Sub-Committee are scheduled. The venue for these meetings will rotate between Bodicote House and Springfields, Towcester.
  - One meeting of the Joint Personnel Committee is scheduled and

subsequent meetings of this Committee and the Joint Appeals Committee will be arranged as business requires.

- Two joint events for all Cherwell District Council and South Northamptonshire Council elected Members have been included in the calendar of meetings: On 17 June 2013 at Springfields, Towcester and 18 November 2013 at Bodicote House.

- 1.9 Should the proposed calendar of meetings be approved, a colour spreadsheet of the timetable will be produced and circulated to all Members.

### **Conclusion**

- 1.10 It is believed that the proposed calendar of meetings 2013/14 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

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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 2013/14
Appendix 2	Proposed Calendar of Joint Committee Meetings 2013/14
<b>Background Papers</b>	
None	
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