

# **Cherwell District Council**

## **Council**

**21 October 2013**

### **Calendar of Meetings January to September 2014**

#### **Report of Head of Law and Governance**

This report is public

#### **Purpose of report**

Council is asked to consider revisions to the calendar of meetings for municipal year 2013/14 for the period January to April 2014 and the municipal year 2014/15 for the period May to September 2014

#### **1.0 Recommendations**

The meeting is recommended:

- 1.1 To approve the revised calendar of meetings for the municipal years 2013/14 and 2014/15 for the period January to September 2014.

#### **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 In December 2012 Council agreed the calendar of meetings for 2013/14 and 2014/15 for the period to August 2014. The calendar was drafted on the assumption that the elections to the European Parliament would be held on Thursday 5 June 2014 in the UK.
- 2.3 The date of the European Parliamentary elections has now been confirmed. The European Parliament has ratified the decision of the Council of the European Union which provided that the 2014 forthcoming elections to the European Parliament are to be held during the period 22 to 25 May. In the United Kingdom, therefore, polling day for the European elections will be 22 May 2014.

- 2.4 The Local Elections (Ordinary Day of Elections in 2014) Order 2013 changes the date of local elections in England in 2014, so that it is the same as the date of the European Parliamentary elections in that year.
- 2.5 In light of the local elections now being held on 22 May 2014, it is necessary to revise the previously agreed calendar of meetings.

### 3.0 Report Details

- 3.1 Appendix 1 sets out the proposed schedule of meetings for the period January 2014 to September 2014.
- 3.2 Appendix 2 sets out the proposed schedule of meetings of Joint Committees for the period January 2014 to September 2014.
- 3.3 All of the proposed changes are set out in Table A below and are also highlighted in Appendix 3 by means of track changes.

Table A

<b>Committee</b>	<b>Original Date</b>	<b>Date Changed / New Date</b>	<b>Reason for Change</b>
Council AGM	14 May 2014	16 June 2014	Elections to be held on 22 May
Executive	n/a	6 May 2014	Meeting added to avoid long gap between Executive meetings from 7 April to 23 June
Executive	19 May 2014	23 June 2014	Elections to be held on 22 May and AGM on 16 June
Executive	n/a	1 September 2014	Calendar extended to cover September 2014
Planning Committee	n/a	24 April 2014	To ensure Planning Committee meetings held during this period
Planning Committee	12 June 2014	19 June 2014	Elections to be held on 22 May and AGM on 16 June
Accounts, Audit & Risk Committee – informal review	18 June 2014	25 June 2014, 5pm	Informal review to be held prior to formal meeting
Accounts, Audit & Risk Committee	n/a	17 September 2014	Calendar extended to cover September 2014
Personnel Committee	11 June 2014	2 July 2014	Elections to be held on 22 May and AGM on 16 June
Personnel Committee	n/a	10 September 2014	Calendar extended to cover September 2014

Council & Employee Joint Committee	28 May 2014	18 June 2014	Elections to be held on 22 May and AGM on 16 June
Council & Employee Joint Committee	n/a	3 September 2014	Calendar extended to cover September 2014
Overview and Scrutiny Committee	27 May 2014	17 June 2014	Elections to be held on 22 May and AGM on 16 June
Overview and Scrutiny Committee	8 July 2014	22 July 2014	To maintain a 5/6 weekly meeting cycle
Overview and Scrutiny Committee	n/a	2 September 2014	Calendar extended to cover September 2014
Budget Planning Committee	10 June 2014	24 June 2014	Elections to be held on 22 May and AGM on 16 June
Budget Planning Committee	15 July 2014	29 July 2014	To maintain a 5/6 weekly meeting cycle
Budget Planning Committee	n/a	9 September 2014	Calendar extended to cover September 2014
Place Programme Board	n/a	17 July 2014	No meetings originally set beyond March 2014
Place Programme Board	n/a	11 September 2014	Calendar extended to cover September 2014
Joint Arrangements Steering Group	n/a	17 July 2014	No meetings originally set beyond March 2014
Joint Arrangements Steering Group	n/a	11 September 2014	Calendar extended to cover September 2014

3.3 A full calendar of meetings for the municipal years 2014/15 and 2015/16 will be submitted to the December meeting of Council.

## **4.0 Conclusion and Reasons for Recommendations**

- 4.1 It is believed that the revised calendar of meetings as set out in the appendices

## **5.0 Consultation**

None

## **6.0 Alternative Options and Reasons for Rejection**

- 5.1 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 from this report.

Comments checked by:  
Sarah Best, Service Accountant, 01295 221736,  
sarah.best@cherwellandsouthnorthants.gov.uk

### **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 0030 007,  
kevin.lane@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:  
Kevin Lane, Head of Law and Governance, 0300 0030 007,  
kevin.lane@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

<b>Appendix No</b>	<b>Title</b>
One	Proposed CDC calendar of meetings January to September 2014
Two	Tracked changes CDC calendar of meetings January to September 2014
Three	Calendar of Joint Committee meetings January to September 2014
<b>Background Papers</b>	
None	
<b>Report Author</b>	Natasha Clark, Team Leader – Democratic & Elections
<b>Contact Information</b>	01295 221589 Natasha.clark@cherwellandsouthnorthants.gov.uk