

Cherwell District Council

Council

24 February 2014

Calendar of Meetings 2014/15 and 2015/16

Report of Head of Law and Governance

This report is public

Purpose of report

Council is asked to consider the calendar of meetings for the municipal year 2014/15 and the municipal year 2015/16.

1.0 Recommendations

The meeting is recommended:

- 1.1 To approve the calendar of meetings for Cherwell District Council (CDC) for the municipal years 2014/15 (Appendix 1) and 2015/16 (Appendix 2).
- 1.2 To note the joint meetings calendar of meetings (Appendix 3).

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 2014/15 calendar of meetings is attached at Appendix 1. The draft 2015/16 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 Meeting dates of the informal joint committees with South Northamptonshire Council (Place Programme Board and SNC/CDC Joint Arrangements Steering

Group) and with SNC and Stratford on Avon District Council (CDC/SNC/SDC Joint Arrangements Steering Group) are currently being reviewed and will be circulated in due course.

3.0 Report Details

3.1 The 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 2015/16 AGM which will be held on Tuesday 19 May 2015. This is to allow for the inclusion of proportionality calculations following the local elections on Thursday 7 May 2015.
- Meetings of Executive being held on the first Monday of each month with the following exceptions: June 2014 due to the later date of the local elections and 2014/15 AGM; April 2015 when the meeting will be held on Tuesday 7 April 2015 due to a Bank Holiday falling on the first Monday; November/December 2015 when the meeting will be held on Monday 30 November due to ensure the December 2015 Council meeting is not held in the week the festive Bank Holidays fall; 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 all 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.
- Personnel Committee and Council and Employee Joint Committee meeting quarterly.
- The Accounts, Audit and Risk Committee meeting five times plus an informal meeting prior to the June meeting 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 in each municipal year:
2014/15: Wednesday 11 June 2014 and Wednesday 12 November 2014
2015/16: Wednesday 10 June 2015 and Wednesday 11 November 2015

These meetings are arranged by the Rural Development and Countryside Manager.

Joint Committees with South Northamptonshire Council (SNC)

- 3.2 Meetings of the Joint Personnel Committee and Joint Appeals Committee will be arranged as required.
- 3.3 The Joint Appraisal Sub-Committee will meet in March and October each municipal year to carry out the Chief Executive's appraisal (March meeting) and mid-year appraisal (October meeting).
- 3.4 Meetings of the Place Programme Board and the SNC/CDC Joint Arrangements Steering Group will be scheduled quarterly. Dates for these meetings are currently being reviewed in conjunction with the dates of the CDC/SNC/Stratford-On-Avon District Council Joint Arrangements Steering Group and will be circulated in due course.
- 3.5 The venue for these meetings will rotate between Bodicote House and Springfields, Towcester as far as possible and practicable.

Joint Committee with South Northamptonshire Council (SNC) and Stratford-On-Avon District Council (SDC)

- 3.6 Meetings of the CDC/SNC/SDC Joint Arrangements Steering Group will take place bi-monthly as far as practicable. Dates for these meetings are currently being reviewed with officers at Stratford-On-Avon District Council and will be circulated in due course.
- 3.7 The venue for these meetings will rotate between Bodicote House, Springfields, Towcester and Elizabeth House, Stratford as far as possible and practicable.

Amendments to the Calendars of Meetings

- 3.8 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.
- 3.9 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 2014/15 and 2015/16 as set out in the appendices will provide a suitable decision making framework for Cherwell District Council.

5.0 Consultation

Joint Management Team

Leader of the Council

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 from this report.

Comments checked by:

Kelly Wheeler, Service Accountant, 01327 322224,
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Legal Implications

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

Comments checked by:

James Doble, Democratic and Elections Manager, 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, Democratic and Elections Manager, 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
One	Proposed CDC calendar of meetings for the municipal year 2014/15
Two	Proposed CDC calendar of meetings for the municipal year 2015/16
Three	Joint Meetings calendar of meetings – to follow
Background Papers	
None	
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