

Cherwell District Council

Council

23 February 2015

Calendar of Meetings 2015/16 and 2016/17

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 2015/16 and the municipal year 2016/17.

1.0 Recommendations

The meeting is recommended:

- 1.1 To approve the calendar of meetings for Cherwell District Council (CDC) for the municipal years 2015/16 (Appendix 1) and 2016/17 (Appendix 2).
- 1.2 To delegate authority to the Head of Law and Governance to amend the calendars of meetings to take account of the Joint Commissioning Committee, Joint Scrutiny Committee and Joint Councils' Employee Engagement Committee if their establishment is approved.

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 2015/16 calendar of meetings was approved by Council in February 2014. The calendar has been slightly amended from the draft version and a revised 2015/16 calendar of meetings is attached at Appendix 1. The draft 2016/17 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 existing informal joint meetings 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 and Transformation Working Group) have not been included as the joint meeting arrangements may be subject to change depending on the decision of Council in relation to the final business case for a shared service and/or confederated approach to joint working and the delivery of local authority services included on the agenda for this meeting.

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 AGMs:
 - 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.
 - The 2016/17 AGM will be held on Tuesday 17 May 2016. This is to allow for the inclusion of proportionality calculations following the local elections on Thursday 5 May 2016.
- Meetings of Executive being held on the first Monday of each month with the following exceptions: November/December 2015 when the meeting will be held on Monday 30 November due to the need 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 on the same date with the Council and Employee Joint Committee preceding the Personnel Committee
- 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:
 2015/16
 Wednesday 10 June 2015
 Wednesday 11 November 2015

 2016/17
 Wednesday 8 June 2016
 Wednesday 9 November 2016

These meetings are arranged by the Countryside and Communities Manager.

- Executive Business Planning Meetings (BPM) are administered by the PA to the Leader. Dates will be advised in due course.

Joint Committees with South Northamptonshire Council (SNC)

- 3.2 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).

2015/16
 Thursday 8 October 2015, SNC Council Offices
 Thursday 2 March 2017, CDC Council Offices

2016/17
 Thursday 13 October 2016, SNC Council Offices
 Thursday 2 March 2017, CDC Council Offices

- 3.3 No other joint meetings (Place Programme Board, Joint Arrangements Steering Group, Joint Personnel Committee) have been scheduled at this stage.
- 3.4 The final business case for a shared service and/or confederated approach to joint working and the delivery of local authority services included on the agenda for this meeting highlights the need for robust governance arrangements being in place to facilitate a broader approach to shared services and to ensure there is effective Member oversight of the transformation programme (for example any further development of the confederation approach). It proposes the establishment of a Joint Committee to undertake these tasks. The proposed governance arrangements also reference the introduction of a Joint Staff Engagement Committee and include the creation of proposals for some Joint Scrutiny where this is appropriate.

- 3.5 The future joint meeting arrangements are subject to the decisions of Full Council at CDC and SNC. It is proposed that authority be delegated to the Head of Law and Governance to amend the calendars of meetings to take account of the Joint Commissioning Committee, Joint Scrutiny Committee and Joint Councils' Employee Engagement Committee if their establishment is approved.

Amendments to the Calendars of Meetings

- 3.8 Notwithstanding the proposed delegation to the Head of Law and Governance to amend the calendars if the establishment of the Joint Commissioning Committee, Joint Scrutiny Committee and Joint Councils' Employee Engagement Committee is approved, 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 2015/16 and 2016/17 as set out in the appendices will provide a suitable decision making framework for Cherwell District Council.

5.0 Consultation

Joint Management Team

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:
Nicola Jackson, Corporate Finance Manager, 01295 221731
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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 003 0106,
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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:
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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 2015/16
Two	Proposed CDC calendar of meetings for the municipal year 2016/17
Background Papers	
None	
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