

Cherwell District Council

Council

21 October 2019

Calendar of Meetings 2020/21

Report of Director: Law and Governance

This report is public

Purpose of report

Council is asked to consider the calendars of meetings for the municipal year 2020/21.

1.0 Recommendations

The meeting is recommended:

- 1.1 To approve the calendar of meetings for Cherwell District Council (CDC) for the municipal year 2020/21 (Appendix 1).

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 senior managers and officers to programme key dates into their work plans.
- 2.2 The proposed Cherwell District Council (CDC) 2020/21 calendar of meetings is attached at Appendix 1.
- 2.3 In light of the shared working arrangements with Oxfordshire County Council (OCC), agreed by Council in July 2018 and the subsequent signing of a Section 113 Agreement between the two councils, the calendar of meetings has also been prepared giving consideration to the calendar of meetings for OCC to ensure that officers working for both councils are able to attend relevant meetings at either authority.

3.0 Report Details

Cherwell District Council Meeting Calendar

3.1 The Cherwell District Council 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, with the exception of Budget Planning Committee. The dates for this Committee have been adjusted to better reflect the budget setting timetable, a core component of the work of the Committee.
- 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 2020/21 Annual Council meeting which will be held on Wednesday 20 May 2020. This had originally been scheduled for Tuesday 19 May 2020, however the later date allows for the inclusion of proportionality calculations following the local elections on Thursday 7 May 2020 and additional time for political groups to consider committee appointments. The 2021/2022 is provisionally scheduled for Monday 17 May 2021, given there are no district elections as it is the year for elections to Oxfordshire County Council.
- Meetings of Executive being held on the first Monday of each month with the following exceptions: August and May when no meetings are scheduled.
- Planning Committee meetings scheduled every four weeks as far as practicable with exceptions during the festive season and elections period.
- Meetings of the Overview and Scrutiny Committee and the Budget Planning Committee are scheduled to tie in with key activities undertaken by each Committee. The scheduling ensures that meetings enable feedback between the Executive and the respective Committee.
- The Accounts, Audit and Risk Committee meeting six times plus an informal meeting prior to the May meeting in 2020/21 to review the accounts. Training for Accounts, Audit and Risk Committee will continue to be scheduled prior to or at the conclusion of scheduled meetings as this has been received favourably by Committee members.
- Licensing Committee, Licensing Sub-Committee, Personnel Committee, Standards Committee and Appeals Committee meetings will be arranged as business requires.
- Dates for all Member briefings have been included on the calendar of meetings. The briefings are scheduled monthly and the day of the week varies in acknowledgement of other commitments Members have. Details of what each session will cover will be notified to members closer to the date. In addition to the scheduled dates, there will be committee specific training for Planning and Scrutiny members prior to the first meetings of the municipal year. An all

member briefing on Local Government Finance is scheduled for 25 May 2020, which will be of particular interest to members of the Budget Planning Committee and Accounts, Audit and Risk Committee.

- Two Parish Liaison meetings being held in the 2020/21 municipal year:

Wednesday 10 June 2020

Wednesday 11 November 2020

These meetings are arranged by the Healthy Communities Manager.

Joint Committees with Oxfordshire County Council (OCC)

- 3.2 There are currently two formal committees with OCC: The Joint Shared Services and Personnel Committee, and the Joint Appeals Committee. Meetings of these committees will be arranged as business requires.
- 3.3 In addition to the above formal joint committees, there is one informal working group with OCC: the Cherwell District Council and Oxfordshire County Council Partnership Working Group. Meeting dates are notified to members of the groups.

Addition of Meeting Dates to Calendars and Amendments to the Calendars of Meetings

- 3.4 Once agreed, all committee meeting dates listed on Appendix 1 will be added to the Council's website from where Members are able to import dates into their personal calendars. Outlook meeting requests will be sent to Members for the All Member Briefings. For ad-hoc meetings and additional meetings, relevant Members will be notified via email and outlook meeting requests sent.
- 3.5 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 Director: Law and Governance, concurs with either a cancellation, or an alternative date or time. If there are any changes to meeting dates Members will be notified via email 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 year 2020/21 as set out in the appendices will provide a suitable decision making framework for Cherwell District Council.

5.0 Consultation

Senior 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:

Dominic Oakeshott, Assistant Director: Finance (Interim), 07920 283473

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Legal Implications

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

Comments checked by:

Nick Graham, Director: Law and Governance, 01865 323910,

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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:

Hedd Vaughan-Evans, Assistant Director: Performance and Transformation,

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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
1	Proposed CDC calendar of meetings for the municipal year 2020/21
Background Papers	
None	
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