

This report is public	
Calendar of Meetings 2026/2027	
Committee	Council
Date of Committee	15 December 2025
Portfolio Holder presenting the report	Portfolio Holder for Corporate Service, Councillor Chris Brant
Date Portfolio Holder agreed report	5 December 2025
Report of	Assistant Director Law and Governance (Monitoring Officer), Shiraz Sheikh

Purpose of report

Council is asked to consider and agree the proposed calendar of meetings for the municipal year 2026/2027 (Appendix 1).

1. Recommendations

Council resolves:

- 1.1 To approve the calendar of meetings for Cherwell District Council for the municipal year 2026/2027 (Appendix 1).

2. Executive Summary

- 2.1 It is necessary for 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 corporate leadership team and senior managers to programme key dates into their work plans.
- 2.2 The proposed Cherwell District Council 2026/2027 calendar of meetings is attached at Appendix 1.

Implications & Impact Assessments

Implications	Commentary
Finance	There are no financial or resource implications arising directly from this report.

	Michael Furness, Assistant Director Finance (S151 Officer), 18 November 2025			
Legal	Meetings which the Council is required by legislation to hold have been included on the meeting calendar. There are no other legal issues arising from this report. Shiraz Sheikh, Assistant Director Law and Governance and Monitoring Officer, 4 December 2025			
Risk Management	The Council needs to have in place a programme of meetings to ensure effective and efficient decision making. Shiraz Sheikh, Assistant Director Law and Governance and Monitoring Officer, 4 December 2025			
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact				N/A
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?				N/A
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?				N/A
Climate & Environmental Impact				N/A
ICT & Digital Impact				N/A
Data Impact				N/A
Procurement & subsidy				N/A
Council Priorities	All - Agreement of a calendar of meetings has significant implications for the Council's business planning and the programming of work.			
Human Resources	N/A			
Property	N/A			
Consultation & Engagement	Corporate Leadership Team: Support and recommend the adoption of the proposed calendar			

	Leader of the Council in respect of the scheduling of Executive meetings
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Supporting Information

3. Background

- 3.1 The Cherwell District Council calendar of meetings has been prepared on the basis of the considerations set out in the paragraphs below and takes into account Bank Holidays, Oxfordshire school holidays, the summer period and the 2026 post-election and 2027 pre-election periods when meetings are not scheduled as far as practicable
- 3.2 The calendar has been developed over time to meet the changing needs of the authority. Meeting dates are set to ensure that there are appropriate reporting lines to allow relevant committees to be informed, scrutinise and make valuable contributions to the decisions of Executive and Council.

4. Details

Full Council

- 4.1 Council meetings are held on Mondays apart from the Annual Council meeting, which will take place on Wednesday 20 May 2026. This date was agreed as part of the consideration of the 2025/2026 meeting calendar in December 2024.
- 4.2 The 2027/28 Annual Council is included on the meeting schedule at Appendix 1. District council elections are currently scheduled in 2026 (polling day is Thursday 6 May 2027), and whilst these may be cancelled in light of local government reform, the proposed date, Wednesday 19 May 2027, will allow time for political groups to meet and nominate their committee members before the Annual Council meeting.
- 4.3 At the conclusion of the Annual Meeting, the first meetings of formal committees, excluding Overview and Scrutiny Committee, are held for Committees to appoint their Chair and Vice-Chair for the forthcoming municipal year.
- 4.4 The February Council meeting is solely for the purpose of setting the budget for the forthcoming financial year and any associated items, i.e. the setting of council tax.

Executive and Shareholder Committee

- 4.5 Meetings of Executive are scheduled on the first Tuesday of each month as far as practicable. Where they are later week in the month (June and July), this has been discussed and agreed with the Leader, and. There are no Executive meetings scheduled in August and May. The September meeting is provisional.

- 4.6 The Shareholder Committee is a sub-committee comprising five Executive members who will be appointed by Executive at their first meeting of the 2026/27 municipal year. Shareholder Committee meetings are scheduled quarterly. Meeting dates will be confirmed with Committee members.

Overview and Scrutiny Committee and Budget Planning Committee

- 4.7 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.
- 4.8 The Overview and Scrutiny Procedure Rules set out that the first meeting of the Committee at which the Chair and Vice-Chair are appointed, will not be held at the conclusion of the Annual Council meeting. A meeting for this purpose is therefore scheduled to take place on the same date as training for Overview and Scrutiny Committee members.
- 4.9 Scrutiny review working groups established by the Overview and Scrutiny will set their own meeting dates.

Planning Committee

- 4.10 Meetings of the Planning Committee are scheduled every 4 weeks as far as practicable taking into account Bank Holidays and election periods.
- 4.11 It is mandatory for councillors appointed to Planning Committee or as a named substitute to attend training each municipal year prior to attending a committee meeting. The training date will be included in the induction programme, which will be submitted to the March Council meeting as part of the Member Development Framework 2026/2027.

Accounts, Audit and Risk Committee

- 4.12 The Accounts, Audit and Risk Committee is a key component of Cherwell District Council's corporate governance framework. It provides an independent and high-level focus on the adequacy of the risk management framework, the internal control environment, the integrity of the financial reporting and governance processes. The Accounts, Audit and Risk Committee has six scheduled meetings.
- 4.13 It is mandatory for all members appointed to the Accounts, Audit and Risk Committee each municipal year to attend training prior to attending a committee meeting. The training date will be included in the induction programme, which will be submitted to the March Council meeting as part of the Member Development Framework 2026/2027.
- 4.14 Additional training/briefings for Accounts, Audit and Risk Committee members will continue to be scheduled prior to or at the conclusion of scheduled meetings as this has been received favourably by Committee members.

Personnel Committee and Appeals Panel

- 4.15 The Personnel Committee is responsible for staffing matters in accordance with its Terms of Reference. Meetings are scheduled quarterly to enable the Committee to receive regular staffing updates and support officers scheduling items that require decision by the Committee. A short training session for Personnel Committee members will take place immediately prior to the first scheduled meeting.
- 4.16 The Appeals Panel would only meet to determine appeals in accordance with its Terms of Reference. Meetings will be arranged if required, following consultation with the Appeals Panel Chair (or Vice-Chair in their absence), HR and relevant Director(s).

General Licensing Committee, Licensing Acts Committee, General Licensing Sub-Committee and Licensing Acts Sub-Committee

- 4.17 The Licensing Acts Committee is responsible for determining all matters under the Licensing Act 2003 and the Gambling Act 2005. The General Licensing Committee is responsible for determining issues relating to licensing and registration.
- 4.18 As the membership of the two Committees is the same, two placeholder dates are scheduled to allow for meetings of either, or both, Committees to take place if there is business for either Committee.
- 4.19 The Licensing Acts Sub-Committee is required to meet if decisions on applications under the Licensing Act 2003 and Gambling Act 2005 cannot be determined under delegated powers as valid objections/representations have been received and not withdrawn. The Licensing Acts Sub-Committee must meet within set timescales and meeting dates will be agreed with Sub-Committee members and Licensing Officers to ensure the statutory requirements are fulfilled.
- 4.20 The Licensing Acts Sub-Committee will be made up of any three Members drawn from the membership of the Licensing Acts Committee who have received appropriate training. This training will be scheduled as part of the Member Induction programme.
- 4.21 The General Licensing Sub-Committee is required to meet if decisions on applications in respect of street trading, provisions of facilities on the highway or animal welfare licensing cannot be determined under delegated powers as valid objections/representations have been received and not withdrawn. The General Licensing Sub-Committee must meet within set timescales and meeting dates will be agreed with Sub-Committee members and Licensing Officers to ensure the statutory requirements are fulfilled.
- 4.22 The General Licensing Sub-Committee will be made up of any three Members drawn from the membership of the General Licensing Committee who have received appropriate training. This training will be scheduled as part of the Member Induction programme.

Standards Committee

- 4.23 The Standards Committee is responsible for matters relating to Member conduct and the ethical framework in accordance with its Terms of Reference. Two meetings are scheduled as placeholders and will take place if there is business for the Committee.

Committee Specific Training and All Member Briefings

- 4.24 Cherwell local elections are scheduled to take place in May 2026. Following Cherwell local elections an induction programme is scheduled between May and July to support newly elected Members and provide all information and support they need to fulfil their role. The induction programme will be submitted to the March 2026 Council meeting with the Member Development Framework 2026/2027.
- 4.25 Monthly “All Member Briefings” have been included on the proposed calendar of meetings. The briefings are scheduled monthly from September 2026 to March 2027. The day of the week varies in acknowledgement of other commitments Members have. Additional briefing and training sessions will be arranged throughout the year as necessary to cover matters as requested by Members or officers.
- 4.26 Member briefing and training sessions are not open to the public. It is anticipated that sessions will be largely hybrid or virtual, content dependant, in continuation of the well-received and well-attended hybrid and virtual sessions. Hybrid and virtual seminars also help the Council meet its climate change objectives by eliminating the need for travel, which in turn supports facilitates attendance for Members in reducing the time taken to travel.

Cherwell Parish Liaison Meetings

- 4.27 The bi-annual Parish Liaison Meetings are scheduled and organised by the Localism Team. The 2026/2027 meetings will be held on Wednesday 10 June 2026 (in person) and Wednesday 11 November 2026 (virtual). The dates are included in this report for information. Further details will be provided to Parish Councils and Members in advance of each meeting.

Publicising Meeting Dates and Addition of Meeting Dates to Calendars

- 4.28 Once agreed, all committee meeting dates listed at Appendix 1 will be added to the Council’s website. This online calendar is the most effective way to view accurate and up to date public meeting dates. Members (and anyone who wishes) can download meeting dates into their own calendar from the website.
- 4.29 The Democratic and Elections Team will send meeting requests to committee members to ensure Members have meeting dates in their calendars. After the May 2026 Annual Council Meeting, updated meeting requests will be sent as required to reflect any changes to committee membership.
- 4.30 For Member Seminar and Briefing sessions, the meeting requests will include details as to how to join the sessions virtually.

Amendments to the Calendar of Meetings

- 4.31 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 Chair of the relevant Committee or Sub-Committee, after consultation with the Assistant Director Law and Governance, concurs with either a cancellation, or an alternative date or time.

- 4.32 If there are any changes to meeting dates Members will be notified via email, updated meeting requests sent, and the website updated accordingly.

Format of Meetings

- 4.33 Committee members (and appointed substitutes) are required to attend formal meetings in person to be able to participate and vote. Formal meetings are held as hybrid meetings which enables non-committee members, officers and members of the public wishing to address a meeting to attend virtually. All meetings are webcast unless exempt or confidential items are being considered.
- 4.34 Most informal meetings and Member briefings are held virtually or hybrid. This helps facilitate attendance for Members and supports the council's climate agenda by reducing travel where possible.

5. 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. This is not recommended as any changes to the proposed calendar 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. The Constitution allows for in-year meeting dates to be added and changes to meeting dates. The process for this is set out at paragraphs 4.31 and 4.32.

6 Conclusion and Reasons for Recommendations

- 6.1 It is believed that the proposed calendar of meetings for the municipal year 2026/2027 as set out at Appendix 1 will provide a suitable decision-making framework for Cherwell District Council.

Decision Information

Key Decision	N/A
Subject to Call in	N/A
If not, why not subject to call in	N/A
Ward(s) Affected	All

Document Information

Appendices	
Appendix 1	Proposed Meeting Calendar for the municipal year 2026/2027
Background Papers	None
Reference Papers	None
Report Author	Natasha Clark, Governance and Elections Manager
Report Author contact details	democracy@cherwell-dc.gov.uk 01295 221534
Corporate Director Approval (unless Corporate Director or Statutory Officer report)	Report of statutory officer, Monitoring Officer