

Cherwell District Council

Council

19 October 2020

Calendar of Meetings 2020/2021

Report of Corporate Director Commercial Development, Assets and Investment & Monitoring Officer

This report is public

Purpose of report

Council is asked to consider the calendar of meetings for the municipal year 2021/2022.

1.0 Recommendations

The meeting is recommended:

- 1.1 To approve the calendar of meetings for Cherwell District Council for the municipal year 2021/2022 (Appendix 1).

2.0 Introduction

- 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 senior leadership team and senior managers to programme key dates into their work plans.
- 2.2 The proposed Cherwell District Council (CDC) 2021/2022 calendar of meetings is attached at Appendix 1.
- 2.3 In light of the shared working arrangements with Oxfordshire County Council (OCC) the calendar of meetings has also been prepared giving consideration to the calendar of meetings for OCC

3.0 Report Details

Cherwell District Council Meeting Calendar

3.1 The Cherwell District Council calendar of meetings has 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 to be considered by more than one committee
- Council meetings being held on Mondays with the exception of the 2021/2022 Annual Council meeting which will be held on Wednesday 19 May 2021. This had originally been scheduled for Monday 17 May 2021, however the later date allows for the inclusion of proportionality calculations following the local elections taking place on Thursday 6 May 2021 (postponed from 7 May 2020) and additional time for political groups to consider committee appointments. The 2021/2022 Annual Council is scheduled for Wednesday 18 May 2020 due to the local elections on Thursday 5 May 2022.
- Meetings of Executive being held on the first Monday of each month with the following exceptions: August and May when no meetings are scheduled and January, as the first Monday is a Bank Holiday.
- 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 2021/2022 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, a Member Welcome Event will be held on Monday 17 May 2021 and 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 Monday 24 May 2020 which will be of particular interest to members of the Budget Planning Committee and Accounts, Audit and Risk Committee.

Joint Meetings with Oxfordshire County Council (OCC)

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

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

- 3.4 Once agreed, all committee meeting dates listed at 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.

Format of Meetings

- 3.6 In response to the Covid-19 pandemic and the Government measures in response to the crisis, to enable the holding and attending of meetings, the Government included s.78 in the Coronavirus Act 2020 which enabled the Secretary of State the power to make The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, which came into force on 4 April 2020. These Regulations make provision for the conduct of local authority meetings held before 7 May 2021, and for public and press access to these meetings.
- 3.7 In light of these Regulations and ongoing Government restrictions, all Cherwell District Council committee meetings are currently being held virtually. It is not known at this stage if there will be an extension to the existing Regulations or alternative Regulations. Members will updated when information is available.

4.0 Conclusion and Reasons for Recommendations

- 4.1 It is believed that the proposed calendar of meetings for the municipal year 2021/2022 as set out at Appendix 1 will provide a suitable decision making framework for Cherwell District Council.

5.0 Consultation

Senior Leadership Team

Support and recommend the adoption of the proposed calendar of meeting

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. 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 and the process for this is set out at paragraph 3.5.

7.0 Implications

Financial and Resource Implications – Mandatory paragraph

7.1 There are no financial or resource implications arising directly from this report.

Comments checked by:

Michael Furness, Assistant Director Finance, 01295 221845,
Michael.furness@cherwell-dc.gov.uk

Legal Implications

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

Comments checked by:

Christopher Mace, Solicitor, 01295 221808, christopher.mace@cherwell-dc.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:

Louise Tustian, Head of Insight and Corporate Programmes. 01295 221786,
louise.tustian@cherwell-dc.gov.uk

8.0 Decision Information

Key Decision (only applicable to Executive reports)

Financial Threshold Met: N/A

Community Impact Threshold Met: N/A

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

N/A

Document Information

Appendix number and title

- Proposed Calendar of Meetings for the Municipal Year 2021/2022

Background papers

None

Report Author and contact details

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