

# Executive

## Calendar of Meetings

11 January 2010

### Report of Head of Legal and Democratic Services

#### PURPOSE OF REPORT

The Executive is asked to consider a draft calendar of meetings for 2010/2011, and to recommend to Council accordingly.

This report is public
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#### Recommendations

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The Executive is recommended to:

- (1) Recommend to Council the draft calendar of meetings for 2010/11.
- (2) Recommend to Council that the Chief Executive in consultation with the Leader be delegated to make amendments to the calendar of meetings as and when the general election is called.

#### Executive Summary

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##### Introduction

- 1.1 The draft calendar of meetings for 2010/11 is attached at Annex 1 to this report. It also contains provisional dates from the Annual Council Meeting in May 2011 to the end of December 2011. These provisional dates are for noting only and may be subject to change as part of the 2011/12 calendar of meetings.
- 1.2 Chief Officers have been consulted and all suggested changes have been included in the draft calendar. The meeting dates in 2010/11 may be subject to change if a General Election is called.

##### Proposals

- 1.3 The principle changes are:
  - The reduction of Planning Committee meetings through changing

from a 3 to 4 week cycle.

- The regularisation of scrutiny meetings to a 6 week cycle to assist with work programme planning.
- The minimisation of meetings during the election period (April) and between the election and Annual Council (May).

## **Conclusion**

- 1.4 It is believed that the calendar as set out in Annex 1 will provide a suitable decision making framework for Cherwell District Council. The calendar has been based on the elections scheduled for May 2010, amendments to the calendar if local elections are combined with the parliamentary election and delayed to June 2010 or if a general election is called earlier than May 2010.

## **Key Issues for Consideration/Reasons for Decision and Options**

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The following options have been identified. The approach in the recommendations is believed to be the best way forward

- Option One** To recommend the draft calendar in the current form
- Option Two** To amend dates in the draft 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.

## **Consultations**

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- All Services** The calendar has been amended as a result of the responses received.

## **Implications**

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- Financial:** There is a saving to be made from the reduction in the number of planning meetings. This saving is noncashable and is mostly in terms of officer time, although there are some minor printing, postage, travelling and refreshment savings.
- Comments checked by Denise Westlake, CSR  
Service Accountant, 01295 221982

**Legal:** The setting of an annual calendar of meetings is both good practice and a constitutional requirement.

Comments checked by Liz Howlett, Head of Legal and Democratic Services, 01295 221686

**Risk Management:** A risk has been identified in continuing with meetings during the election period in terms of the availability and time constraints on key officers and the Democratic Services team. These proposals help to mitigate that risk.

Comments checked by Rosemary Watts, Risk Management and Insurance Officer, 01295 221566

### **Wards Affected**

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All

### **Corporate Plan Themes**

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All

### **Executive Portfolio**

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Councillor Debbie Pickford  
Portfolio Holder for Democratic Services and Member Development

### **Document Information**

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<b>Appendix No</b>	<b>Title</b>
Appendix 1	Draft Calendar of Meetings
<b>Background Papers</b>	
None	
<b>Report Author</b>	James Doble, Democratic, Scrutiny and Elections Manager
<b>Contact Information</b>	01295 221587 james.doble@Cherwell-dc.gov.uk