

Council

Calendar of Meetings

18 January 2010

Report of Head of Legal and Democratic Services

PURPOSE OF REPORT

Council is asked to consider the calendar of meetings for 2010/2011.

This report is public

Recommendations

Council is recommended:

- (1) To consider any amendments proposed by the Executive and agree a calendar of meetings for 2010/11.
- (2) To agree that the Chief Executive in consultation with the Leader of the Council be delegated to make amendments to the calendar of meetings as and when the general election is called.

Executive Summary

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

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

All Services	The calendar has been amended as a result of the responses received.
The Executive	Any observations or amendments proposed by the Executive will be reported at the meeting.

Implications

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.
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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

All

Corporate Plan Themes

All

Executive Portfolio

Councillor Debbie Pickford
Portfolio Holder for Democratic Services and Member Development

Document Information

Appendix No	Title
Appendix 1	Draft Calendar of Meetings
Background Papers	
None	
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