



## Notice of a meeting of Council

**Monday, 15 May 2017  
5.00 pm  
Council Chamber - Municipal Offices**

<b>Membership</b>	
<b>Councillors:</b>	Chris Ryder (Chairman), Klara Sudbury (Vice-Chair), Matt Babbage, Paul Baker, Garth Barnes, Ian Bickerton, Nigel Britter, Flo Clucas, Chris Coleman, Mike Collins, Bernard Fisher, Wendy Flynn, Tim Harman, Steve Harvey, Colin Hay, Rowena Hay, Karl Hobley, Sandra Holliday, Peter Jeffries, Steve Jordan, Adam Lillywhite, Chris Mason, Helena McCloskey, Paul McCloskey, Andrew McKinlay, Chris Nelson, Tony Oliver, Dennis Parsons, John Payne, Louis Savage, Diggory Seacome, Malcolm Stennett, Pat Thornton, Jon Walklett, Simon Wheeler, Roger Whyborn, Max Wilkinson, Suzanne Williams and David Willingham

## Agenda

<b>1.</b>	<b>APOLOGIES</b>	
	<b>Presentation of the Wellbeing Charter Award</b>	
	The Mayor will present the award to Tracy Brown, Partnerships Team Leader and Barbara Cole, Health and Safety Business Partner.	
<b>2.</b>	<p><b>ELECTION OF THE MAYOR (CHAIRMAN OF COUNCIL) FOR 2017-2018</b> To elect the Mayor (Chairman of Council) for the Municipal Year 2017-18.</p> <p>The Mayor (Chris Ryder) to call on Councillor Wendy Flynn to move the motion proposing Councillor Klara Sudbury as Mayor.</p> <p>Councillor Flynn will propose “that Councillor Klara Sudbury be, and is hereby, elected Mayor of the Borough of Cheltenham and Council Chairman for the ensuing Municipal Year”.</p> <p>The Mayor will call upon Councillor Walklett to formally second the motion.</p> <p>The Mayor, will thereafter put to the Council the motion “that Councillor Klara Sudbury be, and is hereby, elected Mayor of the</p>	

	<p>Borough of Cheltenham and Council Chairman for the ensuing Municipal Year”.</p> <p>The Mayor will invite Councillors to give a show of hands to indicate their support.</p> <p>The Mayor will congratulate Councillor Sudbury on her appointment and invite her to take her place in the chamber (she will still be wearing the chain until she hands it over to the new Mayor at the inauguration ceremony).</p> <p>The Head of Paid Service will ask the newly elected Mayor to sign a declaration of acceptance of office of Council Chairman 2017-18 (this is not read out).</p> <p>From this point onwards Councillor Sudbury will chair the meeting.</p>	
<b>3.</b>	<p><b>ELECTION OF THE DEPUTY MAYOR 2017-18</b></p> <p>To elect the Deputy-Mayor (Vice-Chairman of Council) for the ensuing Municipal Year 2017-18.</p> <p>The Mayor will call upon Councillor Coleman to move the motion to appoint Councillor Fisher as Deputy Mayor.</p> <p>Councillor Coleman will propose “that Councillor Fisher be, and is hereby, elected Deputy Mayor of the Borough of Cheltenham and Council Vice-Chairman for the ensuing Municipal Year”.</p> <p>The Mayor will call upon Councillor Clucas to formally second the motion.</p> <p>The Mayor to put the motion to Council “that Councillor Fisher be, and is hereby, elected Deputy Mayor of the Borough of Cheltenham and Council Vice-Chairman for the ensuing Municipal Year”.</p> <p>The Mayor will invite Councillors to give a show of hands to indicate their support.</p> <p>Upon being carried, the Mayor will congratulate Councillor Fisher on his appointment.</p> <p>The Head of Paid Service will ask the newly elected Deputy Mayor to sign a declaration of acceptance of office of Council Vice-Chairman 2017-18 (this is not read out).</p>	
<b>4.</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>5.</b>	<b>COMMUNICATIONS BY THE MAYOR</b>	
<b>6.</b>	<b>COMMUNICATIONS BY THE LEADER OF THE COUNCIL</b>	
<b>7.</b>	<p><b>COUNCIL DIARY 2017-18</b></p> <p>Report of the Cabinet Member Corporate Services</p>	(Pages 5 - 10)

8.	TO RECEIVE PETITIONS	
9.	NOTICES OF MOTION	
10.	ANY OTHER ITEM THE MAYOR DETERMINES AS URGENT AND WHICH REQUIRES A DECISION	

**Contact Officer:** Rosalind Reeves, Democratic Services Manager, 01242 774937

**Email:** [democratic.services@cheltenham.gov.uk](mailto:democratic.services@cheltenham.gov.uk)

**Pat Pratley**  
**Head of Paid Service**



## Cheltenham Borough Council

Council – 15 May 2017

### Council Diary September 2017 to August 2018

<b>Accountable member</b>	Cabinet Member Corporate Services, Councillor Roger Whyborn
<b>Accountable officer</b>	Democratic Services Manager, Rosalind Reeves
<b>Accountable scrutiny committee</b>	Not applicable
<b>Ward(s) affected</b>	All
<b>Significant Decision</b>	No
<b>Executive summary</b>	<p>The proposed diary of Council meetings for September 2017 to August 2018 is attached as Appendix 1.</p> <p>The dates and times for the Cabinet are shown for information only as it is for the Leader of the Council to determine the Cabinet meeting dates. However they follow the pattern of time and frequency followed in previous years.</p> <p>If it is necessary to make any subsequent amendments to the draft diary, these will be reflected in the published diary.</p>
<b>Recommendations</b>	<p><b>I therefore recommend that</b></p> <p><b>1. The draft Council Diary of meetings for September 2017 – August 2018 be approved.</b></p>

<b>Financial implications</b>	<p>No direct financial implications as any additional hours paid for attending meetings may only be considered providing that the additional cost is met from within existing budgets.</p> <p><b>Contact Officer: Paul Jones, Tel 01242 264 123</b>  <b>E-mail <a href="mailto:paul.jones@cheltenham.gov.uk">paul.jones@cheltenham.gov.uk</a></b></p>
<b>Legal implications</b>	<p>No specific legal implications arising from the recommendation</p> <p><b>Contact Officer: Peter Lewis, Tel 01684 272012</b>  <b>E-mail <a href="mailto:peter.lewis@teWKesbury.gov.uk">peter.lewis@teWKesbury.gov.uk</a></b></p>

<b>HR implications (including learning and organisational development)</b>	<p>Start and end times of Council meetings may impact on officer working hours which may need to be adjusted through flexible working practices e.g. use of flexitime. Additional paid hours may be considered providing any additional cost implications are met within existing budgets. Managers will need to be aware of potential health and safety risks for late evening meetings for individuals when travelling home outside normal office hours and in particular during the winter period.</p> <p><b>Contact Officer: Julie McCarthy, Tel 01242 264355</b></p> <p><b>E-mail: <a href="mailto:julie.mccarthy@cheltenham.gov.uk">julie.mccarthy@cheltenham.gov.uk</a></b></p>
<b>Key risks</b>	None
<b>Corporate and community plan Implications</b>	The diary of council meetings supports the democratic process.
<b>Environmental and climate change implications</b>	None

## 1. Background

1.1 The diary follows a similar rationale to that adopted in previous years i.e.;

- As far as possible meetings of a particular committee are scheduled on the same day of the week.
- With the occasional exception of the regulatory Planning and Licensing meetings, Easter, August and Whitsun half terms and Friday evenings will be avoided wherever possible.
- Evening meetings have been scheduled for 6 pm to facilitate Members' attendance after the working day.
- The start time for planning view meetings is again omitted to give greater flexibility in arranging an appropriate start time dependent on the time of the year and number of sites to be visited.
- Three regular meetings of the Standards Committee have been scheduled in the diary per year. Due to the nature of the committee, there may be a need for ad hoc meetings during the year to deal with specific issues.
- The dates and times for the Cabinet are shown for information only as it is for the Leader of the Council to determine the Cabinet meeting dates. However they follow the pattern of time and frequency followed in previous years.
- Generally, once a working group has been established it will be permitted to schedule meetings at a time to suit those members involved. The Asset Management and Treasury Management working group meetings are included in the diary but others will be set up as required.
- Seven meetings have been scheduled for Overview and Scrutiny Committee. These are timetabled to cover key events during the year likely to require scrutiny involvement including the budget consultation, review of the corporate strategy and agreeing the annual work plan.

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Consideration has been given to party conference dates and meetings avoided during these times as far as possible. For reference, party conference dates are as follows:-  
Lib Dem – 16-19 September; Conservative – 1-4 October 2017.

### 2. Consultation and feedback

- 2.1** Generally when the council diary is prepared in the first quarter of each year it follows a similar rationale to previous years. Democratic Services draft the diary in consultation with relevant officers and partners and then members are consulted before it is approved by Council.
- 2.2** Last year a number of members spoke at Council and gave their views, particularly on the timing of meetings, and so this year a slightly different approach was taken with the aim of seeking Members views earlier in the process. All Members were invited to join a working group and Councillors Flo Clucas, Paul McCloskey, Diggory Seacome, Tim Harman and Louis Savage put their names forward for the working group and the group met on two occasions. They set out their ideas in a discussion paper which they then took to their political groups for a further discussion. All groups were asked to give their feedback to Democratic Services by 24 March 2017. The Cabinet Member Corporate Services, Councillor Roger Whyborn, was supportive of this approach.
- 2.3** The feedback from the groups was to retain the current timings for scheduled meetings in the diary with the option for working groups to arrange their own start times as currently.
- 2.4** The groups were also supportive of continuing to schedule Members Seminars which they could try and keep free in their diaries and then these could be taken up as required.
- 2.5** The working group were asked to consider the production of Filofax diary pages which cost £675 last year and significant amounts of officer time to produce. Only 14 members had requested the Filofax diary in 2016 with the majority of Members using electronic diaries with the facility to download them from modern.gov. The working group and the groups' discussions supported discontinuing their production provided there was a simple one-page summary of meeting dates for members who wished to continue to use a hard copy format.
- 2.6** Further discussions are also taking place with ICT to facilitate members' use of electronic diaries.
- 2.7** Following discussions with Finance and due to the recent timings of announcements of Government settlements, in 2018, Budget and Tax Setting have been scheduled for a single Council meeting towards the end of February. A provisional meeting has also been scheduled in case a budget cannot be agreed at that meeting.

### 3. Performance management – monitoring and review

- 3.1** Any feedback on the diary during the year can be noted for consideration in future years.

<b>Report author</b>	<b>Rosalind Reeves</b> <b>E-mail <a href="mailto:rosalind.reeves@cheltenham.gov.uk">rosalind.reeves@cheltenham.gov.uk</a></b> <b>Tel 01242 774937</b>
<b>Appendices</b>	1. Draft Council Diary September 2017 – August 2018





**Meeting Schedule Summary, Cheltenham Municipal Offices- Sept 2017- Aug 2018**  
**Meetings open to the public**

	Time	Sept 2017	Oct	Nov	Dec	Jan 2018	Feb	Mar	Apr	May	June	July	Aug 2018
<b>Cabinet</b>	18:00	Tues 12	Tues 10	Tues 7	Tues 5 Tues 12 Budget	Tues 16	Tues 13 Budget	Tues 6	Tues 10		Tues 12	Tues 10	
<b>Council</b>	14:30		Mon 16		Mon 11		Mon 19 Budget & Council tax setting  Fri 23 (prov add Council if reqd)	Mon 26		Mon 14 14:30 Annual and Selection Council  Wed 16 18.30 Mayoral inauguration	Mon 18	Mon 23	
<b>Audit</b>	18:00	Wed 20				Wed 10		Wed 21			Wed 13		
<b>Standards</b>	14:00		Wed 18				Wed 21					Wed 11	
<b>Planning View (not public)</b>	tba	Tues 19	Tues 17	Tues 14	Tues 12	Tues 16	Tues 13	Tues 20	Tues 17	Tues 22	Tues 19	Tues 17	Tue
<b>Planning</b>	18:00	Thurs 21	Thurs 19	Thurs 16	Thurs 14	Thurs 18	Thurs 15	Thurs 22	Thurs 19	Thurs 24	Thurs 21	Thurs 19	Thurs 16
<b>Licensing</b>	18:00	Wed 6	Wed 4	Wed 1	Wed 6	Wed 3	Wed 7	Wed 7	Wed 4 Wed 25		Wed 6	Wed 4	Wed 1
<b>Overview &amp; Scrutiny</b>	18:00	Mon 11	Mon 30	Mon 27		Mon 22	Mon 26		Mon 23		Mon 25		
<b>Appointments</b>	18.00		Mon 2		Thurs 7			Mon 5					

**Meetings not open to the public**

	<b>Time</b>	<b>Sept 2017</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan 2018</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug 2018</b>
<b>Treasury Mgmt Panel</b>	18:00	Mon 25		Mon 20		Mon 15					Mon 4		
<b>Asset Mgmt. Working Grp</b>	18:00	Thurs 14		Mon 13				Thurs 29			Thurs 14		
<b>Budget Scrutiny Working Grp</b>	18:00		Thurs 12	Tues 21		Mon 8			Tues 24			Tues 3	
<b>Public Arts Panel</b>	18:00	Wed 27		Wed 29		Wed 31		Wed 28		Wed 30		Wed 25	
<b>Member Seminar</b>	18:00	Tues 26	Wed 11	Thurs 9	Mon 18	Tues 30	Tues 27	Mon 19	Thurs 26	Wed 9 Members Open day	Thurs 7	Mon 9	
<b>Elections</b>										Thurs 3 Borough elections			