

Cheltenham Borough Council
Council – 30 March 2015
Council Diary September 2015 to August 2016

Accountable member	Cabinet Member Corporate Services, Councillor Jon Walkett
Accountable officer	Chief Executive, Andrew North
Accountable scrutiny committee	Not applicable
Ward(s) affected	All
Significant Decision	No
Executive summary	<p>The proposed diary of Council meetings for September 2015 to August 2016 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>
Recommendations	<p>I therefore recommend that</p> <p>1. The draft Council Diary of meetings for September 2015 – August 2016 be approved.</p>

Financial implications	<p>No Financial Implications</p> <p>Contact Officer: Mark Sheldon E-mail mark.sheldon@cheltenham.gov.uk Tel 01242 264 123</p>
Legal implications	<p>No specific legal implications arising from the recommendation</p> <p>Contact Officer: Peter Lewis E-mail peter.lewis@teWKesbury.gov.uk</p>

HR implications (including learning and organisational development)	<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 those travelling, in particular in winter period.</p> <p>Contact Officer: Julie McCarthy, Tel 01242 264355</p> <p>E-mail: julie.mccarthy@cheltenham.gov.uk</p>
Key risks	None
Corporate and community plan Implications	The diary of council meetings supports the democratic process.
Environmental and climate change implications	None

1. Background

1.1 The diary followed 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.
- 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. Asset Management Working Group has continued to be scheduled at 5pm as per the current group members' request, however this can be re-scheduled after elections if it is not suitable to the revised membership.
- 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 adhoc 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 so working group meetings are not included in the diary.
- 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.

2. Consultation and feedback

- 2.1 The draft diary was circulated to councillors and officers earlier in March as part of the consultation and feedback was also sought from Cheltenham Borough Homes to avoid any clashes.
- 2.2 As a result of feedback received the schedule of O&S meetings was amended so that wherever possible O&S meetings are timetabled prior to the deadline for the next Cabinet meeting so that outcomes from O&S meetings can be reported. An additional O&S meeting has also been added at the end of November to facilitate this and avoid a long gap between O&S meetings in that part of the year.
- 2.3 The schedule of Asset Management meetings was also adjusted so that the group is in a better position to make timely input to Cabinet discussions on asset management issues.
- 2.4 As there are Borough Elections in May 2016, Annual Council will be combined with Selection Council when the Leader and committees will be appointed and the inauguration of the Mayor ceremony in the Town Hall will be two days later. Members' induction days will take place in June.
- 2.5 Regarding Council meetings, the agenda for the June meeting is invariably light and in 2014 was cancelled. It is suggested that instead of a June and July Council, this is replaced by a single meeting in July to cover all the business. In the past the June Council has dealt with the annual performance report and Council appointments to outside bodies. The former can easily be deferred and appointments now only need to be referred to Council if there is no Group Leader agreement hence this change would not cause any significant delay to the process.
- 2.6 Dates for Mayor's briefings have been included in the diary this year to assist members attending.

3. Performance management – monitoring and review

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

Report author	Rosalind Reeves E-mail rosalind.reeves@cheltenham.gov.uk Tel 01242 774937
Appendices	1. Draft Council Diary September 2015 – August 2016