

**Cheltenham Borough Council**  
**Council – 4 April 2016**  
**Council Diary September 2016 to August 2017**

<b>Accountable member</b>	<b>Cabinet Member Corporate Services, Councillor Jon Walkett</b>
<b>Accountable officer</b>	<b>Head of Paid Service, Pat Pratley</b>
<b>Accountable scrutiny committee</b>	<b>Not applicable</b>
<b>Ward(s) affected</b>	<b>All</b>
<b>Significant Decision</b>	<b>No</b>
<b>Executive summary</b>	<p>The proposed diary of Council meetings for September 2016 to August 2017 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 2016 – August 2017 be approved.</b></p>

<b>Financial implications</b>	<p>No Financial Implications</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 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.
- 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 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.
- The 2020 Joint Committee meetings have been scheduled in the diary.

## 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 and a few minor changes made.
- 2.2 The start time of Asset Management Working Group has reverted to 6 pm to bring it in line with other evening meetings, but officers and councillors can agree an alternative time to suit the members of the working group/committees once the membership has been decided.
- 2.3 The Licensing Committee will now be held in the Pittville Room and will start at 2.15pm to accommodate the change of venue.
- 2.4 In 2017 there are no Borough elections, but there are County Elections. The diary is relatively free in April and May to accommodate this, except for regulatory meetings.
- 2.5 Regarding Council meetings, a June and July Council meeting have been reinstated for 2017 to avoid too long a gap from the March meeting, however if both are not required then one will be cancelled.
- 2.6 Dates for Mayor's briefings have been included in the diary to assist members attending.
- 2.7 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 – 17-20 September; Labour – 25-28 September; Conservative – 2-5 October 2016.
- 2.8 Further to a query on the scheduling of planning meetings in school holidays, notably during Easter week 2017, this matter was referred to the Director of Planning, who requested they remain as scheduled in the attached diary.

## 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 2016 – August 2017