

**Cheltenham Borough Council**  
**Council – 25 March 2019**  
**Council Diary September 2019 to August 2020**

|                                       |  |
|---------------------------------------|--|
| <b>Accountable Member</b>             | <b>Cabinet Member Corporate Services, Councillor Alex Hegenbarth</b>   |
| <b>Accountable officer</b>            | <b>Democratic Services Officer, Sophie McGough</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 2019 to August 2020 is attached as Appendix 2.</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>                | <b>1. To approve the draft Council Diary of meetings for September 2019 – August 2020.</b>   |

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|-------------------------------|---|
| <b>Financial implications</b> | <p>No financial implications.</p> <p><b>Contact Officer: Paul Jones, Tel 01242 264123</b><br/> <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><br/> <b>E-mail <a href="mailto:peter.lewis@teWKesbury.gov.uk">peter.lewis@teWKesbury.gov.uk</a></b></p> |

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| <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. This will particularly apply during the winter months for officers returning to their vehicles and travelling home outside normal day light hours.</p> <p><b>Contact Officer: Julie McCarthy, (Publica Group Ltd)</b></p> <p><b>Tel 01242 264355, E-mail: <a href="mailto:julie.mccarthy@publicagroup.uk">julie.mccarthy@publicagroup.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 or for meetings to be rescheduled.
- 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.
- 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.
- As there will be borough elections in May 2020, annual and section Council will take place on Monday 18<sup>th</sup> May at 14:30.

## 2. Consultation and Feedback

- 2.1 The draft diary was circulated to Councillors and Officers in February 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 As requested, provisional dates have been included for the Informal Cabinet/Executive Leadership Team meetings. These, however, are subject to change and can be rescheduled as the Cabinet sees fit.
- 2.3 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.
- 2.4 Regarding Council meetings, a June and July Council meeting has again been scheduled for 2020 to avoid too long a gap from the March meeting; however, if both are not required then one will be cancelled.
- 2.5 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: 14<sup>th</sup> – 17<sup>th</sup> September 2019, Conservative: 29<sup>th</sup> September – 2nd October 2019.

## 3. Performance Management – Monitoring and Review

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

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| <b>Appendices</b>    | 1. Risk Assessment<br>2. Draft Council Diary September 2019 – August 2020  |

**Risk Assessment**

**Appendix 1**

| The risk  |   |                                 |             | Original risk score<br>(impact x likelihood) |   |       | Managing risk |  |          |                     |                              |
|-----------|---|---------------------------------|-------------|--|---|-------|---------------|--|----------|---------------------|------------------------------|
| Risk ref. | Risk description  | Risk Owner                      | Date raised | I  | L | Score | Control       | Action   | Deadline | Responsible officer | Transferred to risk register |
|           | If the dates for Council meetings are not fixed by the Council before the start of or at the first meeting in the New Municipal Year then the Council will not be meeting the requirements of the Constitution. | Democratic Services Team Leader | 2019        | 3  | 2 | 6     | Reduce        | Approve the diary at the March meeting of Council.                   | March 19 | SMC                 |                              |
|           | If dates for other meetings are not scheduled in advance there could be problems in arranging meetings in terms of Member, officer and facilities.  | Democratic Services Team Leader | 2019        | 3  | 2 | 6     | Reduce        | Approve the diary with a full list of meetings as early as possible. | Mar 19   | SMC                 |                              |