

Cheltenham Borough Council
Council – 23rd March 2020
Council Diary – September 2020 to August 2021

Accountable member	Cabinet Member Corporate Services, Alex Hegenbarth
Accountable officer	Bev Thomas, Democratic Services Team Leader
Accountable scrutiny committee	Not applicable
Ward(s) affected	All
Significant Decision	No
Executive summary	<p>The proposed diary of Council meetings for September 2020 to August 2021 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>It is recommended that:</p> <p>1. The draft Council Diary of meetings for September 2020 – August 2021 be approved.</p>

Financial implications	<p>No financial implications</p> <p>Contact officer: Martin.Yates@publicagroup.uk</p>
Legal implications	<p>No specific legal implications arising from the recommendations.</p> <p>Contact officer: Sarah.Farooqi@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. This will particularly apply during the winter months for officers returning to their vehicles and travelling home outside normal day light hours.</p> <p>Contact officer: Corry.Ravenscroft@publicagroup.uk</p>
Key risks	None

Corporate and community plan Implications	<p>The diary of council meetings supports the democratic process.</p> <p>Contact officer: Richard.Gibson@cheltenham.gov.uk</p>
Environmental and climate change implications	<p>No implications.</p> <p>Contact officer: Gill.Morris@cheltenham.gov.uk</p>

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 are avoided wherever possible, with the occasional exception of the regulatory Planning and Licensing meetings.
- 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.
- 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.
- Eight meetings have been scheduled of the 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.
- Provisional dates have been included for the Informal Cabinet meetings. These, however, are subject to change and can be rescheduled as the Cabinet sees fit.
- Twelve slots have been identified for member seminars, generally one per month.

2. Consultation and Feedback

2.1 The draft diary was circulated to officers in December 2019 and Members in January 2020 as part of the consultation. Cheltenham Borough Homes was also consulted in order to avoid clashes.

2.2 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, Budget Scrutiny and Treasury Management working group meetings are included in the diary but others will be set up as

required.

- 2.3 Regarding Council meetings, a provisional meeting has been scheduled on February 27th following the budget meeting on February 22nd. If the latter meeting is not required, it will be cancelled.
- 2.4 Consideration has been given to party conference dates and meetings avoided during these times as far as possible. For reference, the relevant Liberal Democrat conference dates are 28th – 29th September 2020, and the Conservative conference dates are 5th – 7th October 2020.

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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Appendices	1. Risk Assessment 2. Council Diary September 2020 – August 2021

Risk Assessment

Appendix 1

The risk				Original risk score (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.	DSTL	Jan 20	3	2	6	Reduce	Approve the diary at the March meeting of Council	Mar 23	Democratic Services Team Leader		
	If dates for other meetings are not scheduled in advance there could be problems in arranging meetings in terms of Members, officers and facilities.	DSTL	Jan 20	3	2	6	Reduce	Approve the diary with a full list of meetings as early as possible.	Mar 23	Democratic Services Team Leader		