

Cheltenham Borough Council
Council – 26 March 2012
Council Diary September 2012 to August 2013

Accountable member	Cabinet Member Corporate Services, Councillor Colin Hay
Accountable officer	Director of Commissioning, Jane Griffiths
Accountable scrutiny committee	Not applicable
Ward(s) affected	
Significant Decision	No
Executive summary	<p>The proposed diary of Council meetings for September 2012 to August 2013 is attached as an Appendix 1.</p> <p>A provisional diary for September 2013 – August 2014 will follow the same pattern but has not been produced at this stage in order that the diary can be reviewed after the first year of the new scrutiny arrangements and once the future of the Standards Committee has been confirmed.</p> <p>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. 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 current pattern of time and frequency.</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> <ol style="list-style-type: none"> 1. The draft Council Diary of meetings for September 2012 – August 2013 be approved. 2. The revised dates for the current diary as set out in paragraph 2.1 be noted.

Financial implications	<p>No Financial Implications 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 recommendations Contact Officer: Peter Lewis E-mail peter.lewis@tewkesbury.gov.uk</p>

HR implications (including learning and organisational development)	<p>To note in particular the consultation feedback at para 3. the need to work more flexibly, office cover arrangements, and expressed concerns regarding work-life balance, which will need to be kept under review.</p> <p>Contact Officer: Amanda Attfield E-mail: amanda.attfield@cheltenham.gov.uk Tel 01242 264186</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 This year the rationale for the diary included;

- Avoid Easter, August and Whitsun half terms, Friday evenings.
- The new arrangements for Overview and Scrutiny (O&S) include a bi-monthly meeting of the new O&S committee which have been scheduled in the diary replacing the three previous O&S committees.
- Evening meetings have been scheduled at 6pm to facilitate members attendance after the working day. This includes the Asset Management Working Group and the Treasury Management Panel which previously started at 5 pm.
- At this stage the future of the standards regime is unknown, so provisional dates have been set for the Standards Committee based on the current frequency. These may need to be amended once the regime is finalised. The start time of the meeting has been amended to 6 pm and this has necessitated the move from a Friday afternoon to a Thursday evening.
- As far as possible meetings of a particular committee scheduled on the same day of the week.
- Generally, once a working group has been established it will be permitted to schedule meetings at a time to suit those members involved.

2. Amendments to the current Council diary

2.1 Members should note that as the new scrutiny arrangements come into affect following the Selection Council on 14 May 2012, the Council diary for May to July 2012 has been amended accordingly.

- EBI, Environment and Social and Community O&S in June and July have been removed.

- the first meeting of the new O&S committee has been scheduled for 6 pm on Monday 28 May followed by a second meeting on Monday 16 July.

- the Budget Scrutiny working group has been rescheduled from 28 May to Monday 9 July 2012. This will allow any new members to attend finance training before joining the group.

3. Consultation and feedback

- 3.1 The draft diary was circulated to all councillors and relevant officers in January as part of the consultation. Minor changes were made as a result of the feedback received.
- 3.2 Some members expressed a preference for afternoon meetings or a 5 pm start rather than a 6 pm start time.
- 3.3 Officers have also expressed some concerns regarding the extent of evening meetings and the impact on their work life balance. As well as the formal committee meetings, officers may be required to attend chair's briefings and there has been an increase in member working groups requiring officer support. With the removal of evening attendance allowance, officers are encouraged to work flexibly by taking time off during the day or time-off in lieu. This can have an impact on their availability during the day and officer cover and taking time off, on or around the day of the meeting is not always possible.

4. Performance management –monitoring and review

- 4.1 Not applicable

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Appendices	1. Draft Council Diary September 2012 – August 2013