

Cheltenham Borough Council

Council - 20th February 2023

Council Diary September 2023 – August 2024

Accountable member:

Leader of the Council, Councillor Rowena Hay

Accountable officer:

Democratic Services Team Leader, Bev Thomas

Accountable scrutiny committee:

n/a

Ward(s) affected:

All Wards

Key/Significant Decision:

No

Executive summary:

The proposed diary of Council meetings for September 2023 to August 2024 is attached as Appendix 1.

Please note the proposal from Executive Director Finance, Assets and Regeneration to move the February budget meeting from a Monday afternoon to a Friday afternoon to allow the Council to meet after the County Council has concluded its budget setting process.

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.

If it is necessary to make any subsequent amendments to the draft diary, these will be reflected in the published diary online.

Recommendation:

That the draft Council Diary of meetings for September 2023 – August 2024 be approved.

1. Implications

1.1 Financial implications

No financial implications

1.2 Legal implications

There are specific legal implications arising from the recommendation of the report.

In addition to having a diary of meetings for the forthcoming year, the authority is required to comply with the procedural requirements for giving notice of its meetings and the publishing of meeting papers.

Signed off by: One Legal – legalservices@onelegal.org.uk

1.3 HR implications

Start and end times of council meetings may impact on officer working hours which may need to be adjusted through flexible working practices eg use of flexitime. Additional paid hours may be considered providing any additional cost implications are met within the 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 daylight hours.

Signed off by: Clare Jones – clare.jones@publicagroup.uk

1.4 Environmental and climate change implications

No implications

2 Background

2.1 The diary follows 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 6pm to facilitate Members' attendance after the working day. That said, if there is a large agenda, the timing of some committee meetings will be reviewed on a meeting by meeting basis (Planning and Licensing for example). Any change in time will be in

consultation with Members and advertised on our website when the meeting is convened.

- 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.
- Slots have been identified for member seminars. For the most part these are held virtually, with recordings made available for all Members to view should they not be able to participate at the scheduled time. Details in relation to the content of these seminars will be made available to Members in due course.
- All Councillor briefings have been scheduled on a quarterly basis and will continue to be held virtually.
- Please note the proposal from the Executive Director Finance, Assets and Regeneration to move the budget setting meeting in February from a Monday afternoon to a Friday afternoon to allow the Council to meet after the County Council has concluded its budget setting process.
- A provisional additional Audit, Compliance and Governance meeting has been scheduled for November at the request of the Chair.

3 Reasons for recommendations

- 3.1** To maintain the running of Cheltenham Borough Council within the guidelines set out in the Constitution.

4 Alternative options considered

- 4.1** n/a

5 Consultation and feedback

5.1 The draft diary was circulated to officers in November/December 2022 and Members in January 2023 as part of the consultation. Cheltenham Borough Homes was also consulted in order to avoid clashes.

5.2 Consideration has been given to party conference dates and meetings avoided during these times as far as possible.

6 Key risks

6.1 N/A

Report author:

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Appendices:

- i. Risk Assessment

Background information:

N/A

