

Cheltenham Borough Council

Council - 20th February 2023

Council Diary September 2024 – August 2025

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 2024 to August 2025 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 2024 – August 2025 be approved.

1. Implications

1.1 Financial, Property and Asset implications

There are no implications.

Signed off by:

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 Environmental and climate change implications

No implications

Signed off by: Maizy McCann, maizy.mccann@cheltenham.gov.uk

1.4 Corporate Plan Priorities

No implications

Signed off by: Ann Wolstencroft, ann.wolstencroft@cheltenham.gov.uk

1.5 Equality, Diversity and Inclusion Implications

No implications

Signed off by: Claire Hughes, Claire.Hughes@cheltenham.gov.uk

Performance management – monitoring and review

No implications

Signed off by: Ann Wolstencroft, ann.wolstencroft@cheltenham.gov.uk

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.
- Two 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 Council budget setting meeting in February takes place on a Friday afternoon to allow the Council to meet after the County Council has concluded its budget setting process.

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 2023 and Members in January 2024 as part of the consultation.

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:

Claire Morris, Democratic Services Officer, claire.morris@cheltenham.gov.uk

Appendices:

- i. Risk Assessment
- ii. Council Diary 2024-2025

Appendix 1: Risk Assessment

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
	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	3	2		6	Approve the diary at the February meeting of Council	Democratic Services Team Leader	February 2024
	If dates for other meetings are not scheduled in advance there could be problems in arranging meetings in terms of availability of Members, officers and facilities.	DSTL	3	2		6	Approve the diary with a full list of meetings as early as possible	Democratic Services Team Leader	February 2024