

Cheltenham Borough Council

Council – 21 February 2025

Council Diary, September 2025-August 2026

Accountable member:

Leader of the Council, Councillor Rowena Hay

Accountable officer:

Democratic Services Team Leader

Ward(s) affected:

All wards

Key Decision: No

Executive summary:

The proposed diary of council meetings for September 2025 to August 2026 is attached at Appendix 2.

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

Recommendation:

- 1. That the draft Council Diary of meetings for September 2025 - August 2026 be approved.**
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1. Implications

1.1 Financial, Property and Asset implications

There are no implications.

Signed off by: Gemma Bell gemma.bell@cheltenham.gov.uk

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

Refer to Equality Screening at Appendix ii

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

1.6 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, namely:

- as far as possible, meetings of a particular committee are scheduled for the same day of the week.
- school holidays, Race Week, party conferences and Friday evenings are avoided wherever possible, with the occasional exception of the regulatory Planning and Licensing meetings.

- evening meetings are scheduled for 6.00pm 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.
- meetings of Appointments and Remuneration Committee and Licensing Sub-Committee-Alcohol and Gambling are convened on an ad hoc basis throughout the year, as and when the need arises.
- please note, Members are considering a constitutional review report at this meeting (in advance of this agenda item), proposing that Standards committee is merged with Audit, Compliance and Governance Committee; should this proposal not be agreed, meetings of Standards Committee will be scheduled on an ad hoc basis.
- 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.
- 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.
- 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.
- 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 Not applicable.

5 Consultation and feedback

5.1 The draft diary was circulated to officers in December 2024-January 2025 and to

Members in January 2025 as part of the consultation.

6. Key risks

5.2 See Appendix 1.

Report author: Bev Thomas, Democratic Services Team Leader,
bev.thomas@cheltenham.gov.uk

Appendices:

- i. Risk Assessment
- ii. Equality Impact Assessment (Screening)
- iii. Draft Council Diary 2025-26

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 2025
	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 2025

Appendix 2: Equality Impact Assessment (Screening)

1. Identify the policy, project, function or service change

a. Person responsible for this Equality Impact Assessment

Officer responsible: Bev Thomas	Service Area: Chief Executives
Title: Dem Services Team Leader	Date of assessment: 30/01/25
Signature: B Thomas	

b. Is this a policy, function, strategy, service change or project?

Function

If other, please specify:

c. Name of the policy, function, strategy, service change or project

Is this new or existing?

Already exists and is being reviewed

Please specify reason for change or development of policy, function, strategy, service change or project

n/a

d. What are the aims, objectives and intended outcomes and who is likely to benefit from it?

Aims:

Dates for council meetings are fixed by the Council before the start of or at the first meeting in the New Municipal Year to meet the requirements of the Constitution.

Objectives:

To facilitate availability of Members, officers and facilities

Outcomes:	To ensure decision making is expedited in a timely and organised manner.
Benefits:	Members are able to prioritise and plan their time for council and ward responsibilities

e. What are the expected impacts?

Are there any aspects, including how it is delivered or accessed, that could have an impact on the lives of people, including employees and customers.

Yes

Do you expect the impacts to be positive or negative?

Positive

Please provide an explanation for your answer:

- as far as possible, meetings of a particular committee are scheduled for the same day of the week.
- School, religious and cultural holidays, Race Week, party conferences and Friday evenings are avoided wherever possible, with the occasional exception of the regulatory Planning and Licensing meetings.
- evening meetings are predominantly scheduled for 6.00pm to facilitate Members' attendance after the working day. Any change in time will be in consultation with Members and advertised on our website accordingly.

If your answer to question e identified potential positive or negative impacts, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

f. Identify next steps as appropriate

Stage Two required

No