

Cheltenham Borough Council
Council – 25 March 2013
Council Diary September 2013 to August 2014

Accountable member	Cabinet Member Corporate Services, Councillor Jon Walkett
Accountable officer	Director – Commissioning, Jane Griffiths
Accountable scrutiny committee	Not applicable
Ward(s) affected	All
Significant Decision	No
Executive summary	<p>The proposed diary of Council meetings for September 2013 to August 2014 is attached as an 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>I therefore recommend that</p> <p>1. The draft Council Diary of meetings for September 2013 – August 2014 be approved.</p>

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>No specific HR implications. 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
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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 will be avoided wherever possible.
- Evening meetings have been scheduled at 6pm to facilitate members' attendance after the working day with the exception of the Asset Management Working Group where the members reached agreement to start at 5 pm and wished to continue with this arrangement.
- 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 new standards regime adopted in 2012 continues to require a quarterly meeting of the Standards Committee to be scheduled in the diary. The start time of the meeting has been agreed as 2.30 pm on a Thursday by mutual agreement with elected Members, Independent Persons and officers.
- 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.

2. Arrangements for Overview and Scrutiny Committee

2.1 When the new overview and scrutiny arrangements were implemented in May 2012, they included a schedule of seven meetings per year. These were 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.

2.2 In practice, these meetings have not always been at suitable dates for considering task group reports or call-ins so a special meeting has had to be arranged. To facilitate this, the new diary has scheduled six Overview and Scrutiny Committee meetings and diarised a further three to take place if required. It is not envisaged that all nine meetings would take place but gives more flexibility. The meetings have been scheduled wherever possible with a sufficient delay before the next Cabinet meeting to allow any recommendations to be finalised ready for publication with the Cabinet agenda.

3. Consultation and feedback

3.1 The draft diary was circulated to relevant councillors and officers in January as part of the consultation and feedback was also sought from Cheltenham Borough Homes to avoid any clashes. The Chair, Vice Chair and Lead PAB member of the Overview and Scrutiny Committee were consulted on the plans for O&S and the Mayor and Deputy Mayor were consulted on the Council dates. Minor changes were made as a result of the feedback received.

4. Performance management –monitoring and review

4.1 Any feedback on the diary during the year can be noted for consideration in future years.

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Appendices	1. Draft Council Diary September 2013 – August 2014