



Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	COUNCIL – 22 JANUARY 2025
Subject	PROGRAMME OF MEETINGS 2025/26
Wards affected	None
Accountable member	Councillor Joe Harris, Leader of the Council Email: joe.harris@cotswold.gov.uk
Accountable officer	Robert Weaver, Chief Executive Email: Democratic@Cotswold.gov.uk
Report author	Andrew Brown, Head of Democratic and Electoral Services Email: Democratic@Cotswold.gov.uk
Summary/Purpose	To invite Council to agree a programme of Council and committee meetings for the 2025/26 civic year.
Annexes	Annex A – Programme of meetings 2025/26 calendar format Annex B – Programme of meetings 2025/26 list format
Recommendation(s)	That Council resolves to: <ol style="list-style-type: none">1. Agree to move the date of the next budget meeting from Wednesday 26 February 2025 to Monday 24 February 2025 at 6.00pm.2. Agree the programme of meetings for 2025/26 set out in Annexes A and B.3. Delegate authority to the Director of Governance and Development (Monitoring Officer), in consultation with Group Leaders, to make changes to the programme of meetings in the event that there is any future decision of Council to change the committee structure or committee remits that impacts the programme of meetings.4. Delegate authority to the Democratic Services Business Manager to set the meeting dates for the Performance and



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	<p>Appointments Committee.</p> <p>5. Delegate Authority to the Director of Governance and Development (Monitoring Officer) to set dates for member training and briefing sessions, any working groups established by the Council and any meetings of the Licensing Sub-Committee (Licensing Act 2003 Matters) and the Standards Hearings Sub-Committee (if required).</p> <p>6. Agree that, subject to any alternative proposals Council considers and agrees, meeting start times will be rolled forwards from 2024/25.</p>
Corporate priorities	<ul style="list-style-type: none">• Delivering Good Services
Key Decision	No
Exempt	No
Consultees/ Consultation	Management Team Deputy Leader and Cabinet Member for Finance and Transformation



1. EXECUTIVE SUMMARY

- 1.1** The report sets out the proposed programme of Council and committee meetings for 2025/26 for Council to agree.
- 1.2** The report also seeks the necessary delegations for officers to make any alterations to the programme as necessary and to schedule meetings of bodies that meet on an ad hoc basis, including Member training and briefing sessions. This ensures that Council does not have to meet to agree any minor alterations to the programme of meetings which cannot be foreseen.
- 1.3** The report also seeks a change to the date of the Budget Council Meeting in February 2025, from Wednesday 26 February 2025 to Monday 24 February 2025. This is to provide additional time for Council Tax billing.

2. BACKGROUND

- 2.1** The Constitution requires that the Chief Executive produces a schedule of meetings for each municipal year, based on operational requirements.
- 2.2** This report proposes a recommended programme of Council and committee meetings for June 2025 to May 2026 inclusive. Meeting dates for Cabinet are a matter for the Leader of the Council and are included in the programme for completeness. For 2025-26 the Leader has decided to reduce the number of scheduled Cabinet meetings from 11 per year (monthly apart from August) to 9 per year. A meeting of the Overview and Scrutiny Committee has been scheduled prior to each meeting of Cabinet to ensure that all Cabinet decisions could be selected by the Committee for pre-decision scrutiny.
- 2.3** Setting meeting dates encourages good governance, alongside open and efficient decision making. It also helps members and officers to plan their workloads and availability.

3. BUDGET COUNCIL MEETING IN FEBRUARY 2025

- 3.1** Meeting dates up to May 2025 have already been set but this report seeks a change to the date of the Budget Council meeting in February 2025. The proposal is that the meeting is moved from Wednesday 26 February 2025 to Monday 24 February 2025. Gloucestershire County Council will meet to agree its precept on 19 February 2025,



so 26 February is considered to be quite late for the budget setting meeting which delays the process of issuing Council Tax bills. A new date of 24 February is proposed as this is the earliest date on which the meeting could be held while avoiding the school holidays in the week commencing 17 February 2025.

4. PROGRAMME OF MEETINGS 2025/26

- 4.1** The draft programme of meetings for 2025/26 is set out at Annex A (calendar format) and Annex B (list format). The programme is broadly similar to previous years and is based on the current committee structure.
- 4.2** The main change is to the number and cycle of Cabinet meetings, which impacts when meetings of the Overview and Scrutiny Committee are scheduled to take place. Unlike in previous years, a meeting of the Overview and Scrutiny Committee is scheduled to take place prior to every meeting of Cabinet. This will enable effective and timely pre-decision scrutiny of selected decisions taken at every Cabinet meeting.
- 4.3** The general principle for the timetabling of meetings is that business of each committee needs to be transacted in a timely manner. Notwithstanding this, it's important that Members' needs are taken into account. Gloucestershire school holiday dates (shown as grey in Annex A) have been avoided where this does not adversely affect the overall meetings programme however the following meeting dates do fall within Gloucestershire school holidays:
- Planning and Licensing Committee 13 August 2025
 - Audit and Governance Committee 8 April 2026
 - Planning and Licensing Committee 9 April 2026
- 4.4** Similarly, the programme seeks to avoid major meetings taking place during the party conference season and the LGA annual conference where possible.
- 4.5** District councillors may also serve as county councillors and / or parish councillors. Meetings of Gloucestershire County Council have been set up to the end of the 2025 calendar year, with most meetings of that authority starting in the morning. Clashes with County Council meetings are few but where they do occur any members affected would be able to arrange a substitute for one meeting or the other. The exception is that Full Council meetings of both authorities are scheduled for 16 July



2025 but starting at 10.00am and 6.00pm. This is not easily avoided due to the school holidays starting the following week.

- 4.6** This report seeks a delegation to the Democratic Services Business Manager, rather than the Director of Governance and Development, to schedule any meetings of the Performance and Appointments Committee that may be required. This is because this Committee would be responsible for considering any disciplinary and/or capability and any grievance matters arising in relation to the Council's Statutory Officers.

5. MEETING START TIMES

- 5.1** No changes are proposed in this report to the start times of meetings but Members may wish to propose alternative start times. Current start times are as follows:
- Council meetings start at 6.00pm during the summer months (BST) and at 2.00pm during winter months (GMT), with the exception being the February Budget Council meeting which starts at 6.00pm.
 - Planning and Licensing Committee meetings start at 2.00pm.
 - Licensing Sub-Committee (Hackney Carriage, Private Hire and Street Trading Consent) and Licensing Sub-Committee (Licensing Act 2003 matters) start at 2.00pm.
 - Overview and Scrutiny and Audit and Governance Committee meetings start at 4.00pm.
 - Cabinet meetings start at 6.00pm. This a matter for the Leader rather than Council.

6. ALTERNATIVE OPTIONS

- 6.1** Should Council wish to consider alternative proposals it could request that a further report is presented to a future meeting.
- 6.2** Council could decide not to change the date of the February 2025 full Council meeting but this is not recommended for the reasons provided in the report.

7. FINANCIAL IMPLICATIONS

- 7.1** The number of meetings is similar to previous programmes of meetings and therefore should not have a significant impact on costs.



7.2 Members can claim mileage expenses for attending meetings and this is provided for through existing budgets.

7.3 Some Members receive paper copies of agenda packs by post which has a financial cost, which has recently increased. The number of copies varies from meeting to meeting, and the overall number is reduced as more Members access papers online or via the Modern.gov app.

8. LEGAL IMPLICATIONS

8.1 There are no legal implications, but it should be noted that Licensing Sub-Committee dealing with Licensing Act 2003 matters must be arranged to comply with the deadlines prescribed by the Licensing Act Act 2003 (Hearings) Regulations 2003, so the dates cannot be predicted. This report seeks a delegation to the Director of Governance and Development to schedule these sub-committee hearings.

9. RISK ASSESSMENT

9.1 There are no significant risks in relation to this report. However, if Members do not agree a programme of meetings there is a risk that Members and Officer availability could cause changes to be made at short notice.

9.2 If Members are not able to attend Committee meetings, this could affect the overall performance of those Committees in transacting Council business. However, for most meetings it is possible to nominate a substitute Member.

10. EQUALITIES IMPACT

10.1 The recommendations are not expected to differentially impact any groups with protected characteristics.

10.2 The meetings are held in an accessible venue and are webcast live to the Council's website which encourages the engagement of all residents with the business of meetings.

11. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

11.1 Members are required to attend meetings in person so there will be emissions associated with journeys to and from meetings by car.



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11.2 Whilst Members have electronic copies by default through Modern.Gov or through the Councillor extranet, many members do receive paper copies which has an environmental impact through use of paper.

12. BACKGROUND PAPERS

12.1 None.

(END)