



COTSWOLD

District Council

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	FULL COUNCIL – 26 NOVEMBER 2025
Subject	PROGRAMME OF MEETINGS 2026/27
Wards affected	None
Accountable member	Councillor Mike Every, Leader of the Council Email: mike.every@cotswold.gov.uk
Accountable officer	Angela Claridge, Director of Governance and Development (Monitoring Officer) Email: angela.claridge@cotswold.gov.uk
Report author	Andrew Brown, Head of Democratic and Electoral Services Email: andrew.brown@cotswold.gov.uk
Summary/Purpose	To set a programme of Council and Committee meetings for 2026/27.
Annexes	Annex A – proposed Programme of Meetings from June 2026 to May 2027 – Calendar format
Recommendation(s)	<p>That Council resolves to:</p> <ol style="list-style-type: none">1. Agree the programme of meetings from June 2026 to May 2027 as set out in Annex A and Annex B.2. 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.3. Delegate authority to the Head of Democratic and Electoral Services to set the meeting dates for the Performance and



COTSWOLD

District Council

	<p>Appointments Committee, 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>4. Agree that, subject to any alternative proposals Council considers and agrees, meeting start times will be rolled forwards from 2025/26.</p>
Corporate priorities	<ul style="list-style-type: none">• Delivering Good Services
Key Decision	NO
Exempt	NO
Consultees/ Consultation	Management Team



1. EXECUTIVE SUMMARY

- 1.1** The report sets out the proposed programme of meetings for 2026/27 for Members to agree.
- 1.2** The report also provides necessary delegations to officers to make any alterations to the programme as necessary and to schedule meetings of bodies that meet on an ad hoc basis and Member training and briefing sessions. This ensures that Council does not have to meet to provide any minor alterations to the programme of meetings which cannot be foreseen.

2. BACKGROUND

- 2.1** The Constitution requires that the Chief Executive produces a schedule of meetings for each municipal year, based on the requirements of the Council to conduct its business.
- 2.2** This report proposes a recommended programme of Council and Committee meetings for June 2026 to May 2027. Meeting dates for Cabinet are a matter for the Leader of the Council and are included in the programme for completeness.
- 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. PROGRAMME OF MEETINGS 2026/27

- 3.1** The draft programme of meetings for 2026/27 is set out at Annex A in line with the basis of similar years and the committee structure at present.
- 3.2** 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 purple 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;
 - Licensing Sub-Committee (Taxis, Private Hire, Street Trading Consent Matters) – Thursday 28 May 2026



- Licensing Sub-Committee (Taxis, Private Hire, Street Trading Consent Matters) – Thursday 23 July 2026
- Planning and Licensing Committee – Wednesday 12 August 2026
- Licensing Sub-Committee (Taxis, Private Hire, Street Trading Consent Matters) – Thursday 20 August 2026
- Licensing Sub-Committee (Taxis, Private Hire, Street Trading Consent Matters) – Tuesday 27 October 2026
- Overview and Scrutiny Committee - Monday 30 March 2026

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 2026 calendar year, with most meetings of that authority starting at 10.00am. 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.

- 3.3** An additional full Council meeting has been included in the programme for 17 June 2026 for consideration of the Regulation 19 Pre-Submission Draft Local Plan for Public Consultation.

4. MEETING START TIMES

- 4.1** No changes are proposed in this report to the start times of meetings. The current start times are as follows:
- Council meetings are held 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 is held at 6.00pm.
 - Planning and Licensing Committee meetings are held at 2.00pm.
 - Licensing Sub-Committee (Hackney Carriage, Private Hire and Street Trading Consent) and Licensing Sub-Committee (Licensing Act 2003 matters) are held at 2.00pm.
 - Overview and Scrutiny and Audit and Governance Committee meetings start at 4.00pm.
 - Cabinet starts at 6.00pm. However, this a matter for the Leader rather than Council to change if so desired.



5. ALTERNATIVE OPTIONS

- 5.1** Should Council wish to consider alternative proposals it could request that a further report is presented to a future meeting.
- 5.2** Any future proposals would require consultation with officers to ensure sufficient resource could be provided to facilitate any new meeting.

6. FINANCIAL IMPLICATIONS

- 6.1** The number of meetings is similar to previous programmes of meetings and therefore should not have a significant impact on costs.
- 6.2** Members can claim mileage expenses for attending meetings and this is provided for through existing budgets.
- 6.3** There are Members who receive paper copies of agenda packs by post which has a financial cost. 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.

7. LEGAL IMPLICATIONS

- 7.1** 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 2003 (Hearings) Regulations 2003, so the dates cannot be predicted. This report seeks a delegation to Head of Democratic and Electoral Services to schedule these sub-committee hearings.

8. RISK ASSESSMENT

- 8.1** 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 Member and Officer availability could cause changes to be made at short notice. It is therefore important that Members agree a schedule of meetings in advance to give certainty for Council business.
- 8.2** 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 within political groups.



COTSWOLD
District Council

9. EQUALITIES IMPACT

- 9.1** The recommendations of this report are not expected to differentially impact any groups who may have specific characteristics.

10. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 10.1** Members are required to attend meetings in person so there will be emissions associated with journeys to and from meetings by car.
- 10.2** 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.

11. BACKGROUND PAPERS

- 11.1** None

(END)