



Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	COUNCIL – 20 NOVEMBER 2023
Subject	PROGRAMME OF MEETINGS 2024/25
Wards affected	None
Accountable member	Councillor Joe Harris, Leader of the Council Email: joe.harris@cotswold.gov.uk
Accountable officer	Angela Claridge, Director of Governance and Development (Monitoring Officer) Email: democratic@cotswold.gov.uk
Report author	Caleb Harris, Senior Democratic Services Officer Email: democratic@cotswold.gov.uk
Summary/Purpose	To set a programme of Council and Committee meetings for 2024/25
Annexes	Annex A – proposed Programme of Meetings from June 2024 to May 2025 – Calendar format Annex B - proposed Programme of Meetings from June 2024 to May 2025 – List format
Recommendation(s)	That Council resolves to: <ol style="list-style-type: none">1. Agree the programme of meetings from June 2024 to May 2025 as set out in Annexes A and 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 Democratic Services Business Manager to set the meeting dates for the Performance and Appointments Committee.4. 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



	<p>Council and any meetings of the Licensing Sub-Committee (Licensing Act 2003 Matters) and the Standards Hearings Sub-Committee (if required).</p> <p>5. Agree that, subject to any alternative proposals Council considers and agrees, meeting start times will be rolled forwards from 2023/24.</p>
Corporate priorities	<ul style="list-style-type: none">• Deliver the highest standard of service
Key Decision	NO
Exempt	NO
Consultees/ Consultation	Local Management Team Democratic Services Business Manager



1. EXECUTIVE SUMMARY

- 1.1 The report sets out the proposed programme of meetings for 2024/25 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 operational requirements.
- 2.2 This report proposes meetings dates for May 2024, which have not previously been set by Council, and a recommended programme of Council and Committee meetings for June 2024 to May 2025. 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 2024/25

- 3.1 The draft programme of meetings for 2024/25 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 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;
 - Audit and Governance 23 July 2024
 - Planning and Licensing Committee 14 August 2024
- 3.3 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 2024 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.
- 3.4 The meetings of Cabinet were agreed by the Leader to be held on a Thursday rather than on a Monday commencing November 2023 onwards. These are generally scheduled for the first Thursday of each month. For future Overview and Scrutiny Committee meetings, these are proposed to be held on a Monday, to allow time for pre-decision scrutiny of Cabinet reports. This will provide an extra day for any recommendations to be written up and responded to



compared to the Overview and Scrutiny Committee meeting on a Tuesday, as at present. Cabinet reports are subject to a robust internal clearance process and won't normally be finalised for publication until after the agenda for the Overview and Scrutiny Committee has been published. Any Cabinet decisions for pre-decision scrutiny will be published on the Wednesday before the Overview and Scrutiny Committee meeting on the following Tuesday.

- 3.5** 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.

4. MEETING START TIMES

- 4.1** 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 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 5.00pm.
 - Cabinet starts at 6.00pm. However this a matter for the Leader rather than Council.

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 the Director of Governance and Development 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 Members and Officer availability could cause changes to be made at short notice.
- 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.

9. EQUALITIES IMPACT

- 9.1** The recommendations are not expected to differentially impact any groups with protected characteristics.
- 9.2** 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.

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

- None

(END)