Purpose of report

Council is asked to consider the calendar of meetings for the municipal year 2016/17 and the municipal year 2017/18.

1.0 Recommendations

The meeting is recommended:

1.1 To approve the calendar of meetings for South Northamptonshire Council (SNC) for the municipal years 2016/17 (Appendix 1) and 2017/18 (Appendix 2).

1.2 To approve the joint calendar of meetings 2016/17(Appendix 3) and 2017/18 (Appendix 4), subject to similar agreement by Cherwell District Council.

2.0 Introduction

2.1 It is necessary for the Council to agree a Calendar of Meetings to enable the business of the Council to be programmed appropriately in conjunction with its statutory requirements and the Cabinet’s and Committee’s work programmes and to enable the Joint Management Team and Officers to programme key dates into their work plans.

2.2 The draft South Northamptonshire Council 2016/17 calendar of meetings was approved by Council in February 2015. The calendar has been slightly amended from the draft version and a revised 2016/17 calendar of meetings is attached at Appendix 1. The draft 2017/18 calendar of meetings is attached at Appendix 2.

2.3 The calendars of meetings have been prepared in conjunction with the calendars of meetings for Cherwell District Council (CDC) to ensure that the Joint Management Team and shared officers are able to attend relevant meetings at either authority.
2.4 Following the establishment of the Joint Commissioning Committee, Joint Councils Employee Engagement Committee and the Joint Scrutiny Committee, the proposed joint calendar of meetings for 2016/17 and 2017/18 are attached as appendix 3 and 4 respectively. Cherwell District Council is being recommended to approve these at its meeting on 14 December 2015 and a verbal update on their decision will be given at the meeting.

3.0 Report Details

3.1 The calendars of meetings have been prepared on the basis of the considerations set out below:

- Meeting dates for Committees reflecting the dates in previous years as far as possible.

- Meeting dates are set to ensure linked committees follow in a timely manner for items that will be considered by more than one Committee.

- Council meetings being held on Wednesdays

- Meetings of Cabinet being held on the second Monday of each month with the following exceptions: August and May when no meetings are scheduled.

- Development Control Committee meetings every four weeks with the exception of December /January and April/May/June in all years when the cycle varies between three weekly and five weekly due to the festive season and elections respectively. In all cases the four weekly cycle is reinstated as soon as possible.

- Meetings of the Scrutiny Committee, Budget and Financial Strategy Committee and the Planning Policy and Regeneration Strategy Committee are scheduled to tie in with key activities undertaken by each Committee e.g. performance monitoring, budget preparation, business plan review and will assist with work programme planning.

- The Audit Committee meeting five times plus an informal meeting prior to the June meeting to review the accounts.

- One meeting of the Licensing Committee is scheduled towards the start of the municipal year to ensure a Chairman is appointed in a timely manner to liaise with officers. Any other meetings and meetings of the Licensing Sub-Committee will be arranged as required.

- Appointments and Personnel Committee, Standards Committee and Appeals Panel meetings will be arranged as business requires.

- Community Funding Panel and Communications Panel meetings will be held quarterly on dates to be agreed by the respective Panel.

- Cabinet Business Planning Meetings (BPM) are administered by the PA to the Leader. They are scheduled for the last Monday of each month.
Joint Committees with Cherwell District Council (CDC)

3.2 The joint committee calendars of meetings have been prepared on the basis of the considerations set out below:

- Meetings held on Thursdays and rotating between the CDC and SNC council offices as far as practicable.

- Meetings of the Joint Councils Employee Engagement Committee (JCEEC) and the Joint Commissioning Committee (JCC) held bi-monthly on the same date.

- The Joint Appraisal Sub-Committee will meet in March and October each municipal year to carry out the Chief Executive’s appraisal (March meeting) and mid-year appraisal (October meeting).

  2016/17
  Thursday 6 October 2016, SNC Council Offices
  Thursday 2 March 2017, CDC Council Offices

  2017/18
  Thursday 5 October 2017, SNC Council Offices
  Thursday 1 March 2018, CDC Council Offices

- The Joint Scrutiny Committee (JSC) will meet quarterly.

- Joint Appeals Committee meetings will be arranged as required. No meetings are currently scheduled.

3.3 In addition to the above joint committees, the following informal sub-groups of the JCC are administered by the Business Transformation Team.

- Transformation Joint Working Group (TJWG): This sub-group oversees the detail of the transformation programme, the development of business cases and any other proposals relating to transformation and organisational change. Meetings are held at 9am on the first Wednesday of the month at Bodicote House.

- Commercial Development Panel: This Panel oversees any developmental work that is undertaken on commercial ideas, including the detailed oversight of workstream 11 (commercial development) and any opportunity for commercialising existing services. The group consists of 3 members from SNC and three members from CDC. Meeting dates will be notified to Panel members.

- Transformation Reference Group: This is an informal group consisting of 12 members from each council, but open to any Members. The Group will meet twice a year and provide an opportunity for questions and answers and any updates around the transformation programme.

  2016/17
  Monday 20 June 2016, The Forum
  Monday 23 January 2017, Bodicote House
In addition to the above joint committees/informal groups, ad hoc Member and group briefings take place for matters of significance. Members will be notified of dates when these are arranged.

Amendments to the Calendars of Meetings

Members are reminded that the Council’s Constitution sets out that no alterations to the dates and times of meetings shall take place unless Council, the Committee or Sub-Committee agrees an ad-hoc change or the Chairman of the relevant Committee or Sub-Committee, after consultation with the Head of Law and Governance, concurs with either a cancellation, or an alternative date or time.

Once agreed, all meeting dates will be added to the Council’s website. If there are any changes to meeting dates Members will be notified and the website updated accordingly.

Conclusion and Reasons for Recommendations

It is believed that the proposed calendars of meetings for the municipal years 2016/17 and 2017/18 as set out in the appendices will provide a suitable decision making framework for South Northamptonshire Council.

Consultation

None

Alternative Options and Reasons for Rejection

The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: To amend dates in the proposed calendar. It should be noted that any changes to the calendar of meetings may have a knock-on effect to the meeting cycle or performance targets / statutory deadlines which may in turn require the whole calendar to be redrafted.

Implications

Financial and Resource Implications

There are no financial implications arising from this report.

Comments checked by: Paul Sutton, Head of Finance and Procurement, 0300 003 0107 paul.sutton@cherwellandsouthnorthants.gov.uk
Legal Implications

7.2 There are no legal implications arising directly from this report.

Comments checked by: Kevin Lane, Head of Law and Governance, 0300 003 0107, kevin.lane@cherwellandsouthnorthants.gov.uk

Risk Implications

7.3 The Council needs to have in place a programme of meetings to ensure effective and efficient decision making.

Comments checked by: Kevin Lane, Head of Law and Governance, 0300 003 0107, kevin.lane@cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Wards Affected

All

Links to Corporate Plan and Policy Framework

Agreement of a calendar of meetings has significant implications for the Council’s business planning and the programming of work.

Lead Councillor

None

Document Information

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<td>Proposed SNC calendar of meetings for the municipal year 2017/18</td>
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<td>Proposed joint committee calendar of meetings for the municipal year 2016/17</td>
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<td>4</td>
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Background Papers

None

Report Author

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