



WEST OXFORDSHIRE
DISTRICT COUNCIL

WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	Council – Wednesday 22 January 2020
Report Number	Agenda Item No. 19
Subject	Calendar of Meetings for 2020/21
Wards affected	All
Accountable member	Cllr James Mills, Leader of the Council Email: james.mills@westoxon.gov.uk
Accountable officer	Keith Butler Head of Democratic Services Tel: 01993 861521 Email: keith.butler@westoxon.gov.uk
Summary/Purpose	To consider and agree a programme of meetings for the civic year 2020/2021.
Annexes	Annex 1 – Suggested programme of meetings for 2020/2021.
Recommendations	(a) That the Calendar of Meetings for 2020/2021 set out in Annex 1 to this report be approved; and (b) That the times for the first meetings of the Overview and Scrutiny Committees after the annual meeting of the Council be as set out in Annex 1 , but that each Committee be invited to consider the timing of its subsequent meetings during the year.
Corporate priorities	N/A
Key Decision	N/A
Exempt	No
Consultees/ Consultation	None

1. BACKGROUND

For obvious reasons, the programme of meetings needs to be planned and scheduled in advance, and it is usually the case that Council approves a programme each January, to be effective for one year from the following May.

2. MAIN POINTS

General Comment

- 2.1. [Annex I](#) to this report sets out the suggested dates for 2020/2021. The programme reflects the constitution of the Council and the fact that, as in previous years, it is not anticipated that the Development Control, Licensing and Urgency Committees will meet with any regularity, meaning that dates have not been scheduled for meetings of those Committees.

Cabinet

- 2.2. As in previous years, Cabinet meetings have been scheduled monthly.
- 2.3. It should be clarified that although Cabinet meetings are included in the attached programme for ease of reference, it is entirely a matter for the Leader as to the dates and timings of its meetings. The requirement of the Constitution is that it shall meet at least 12 times a year.

Licensing

- 2.4. No meetings of either the Miscellaneous Licensing Sub-Committee or the Licensing Panel have been scheduled because the need for meetings is uncertain and, in each case, meetings will continue to be arranged as necessary. This continues what has been the established practice. The experience has been that it has not been difficult to arrange Sub-Committees and Panels when needed and therefore no change in this approach has been proposed.
- 2.5. As mentioned above, meetings of the Licensing Committee have again not been scheduled. Accordingly should a meeting be necessary then the Chairman will be asked to agree a date, just as currently happens with the Development Control and Urgency Committees.

Overview and Scrutiny

- 2.6. In relation to the Overview and Scrutiny Committees the draft programme reflects the current start times for meetings, and these times are recommended for the first meetings after the annual meeting of Council. However each Committee will need to consider its start time for the remainder of 2020/2021.

Area Planning Sub-Committees

- 2.7. Generally, the Programme in [Annex I](#) continues with the practice of scheduling Uplands and Lowlands meetings on the first and second Monday of the month, respectively.
- 2.8. However, Bank Holidays, elections and the annual meeting of the Council mean that this has to be varied on occasion.

3. FINANCIAL IMPLICATIONS

- 3.1. There are no financial implications arising directly from this report.

4. LEGAL IMPLICATIONS

- 4.1. None

5. ALTERNATIVES/OPTIONS

- 5.1. The Council may choose to vary any of the recommended dates shown in [Annex I](#), with the exception of those for Cabinet.

6. BACKGROUND PAPERS

- 6.1. None

West Oxfordshire District Council: Programme of Meetings 2020/2021
(see notes at end of document)



**WEST OXFORDSHIRE
DISTRICT COUNCIL**

May 2020

Thurs 07/05/2020	District & Parish Council Elections
Wed 20/05/2020 14:00	Council (annual meeting)
Tue 26/05/2020 14:00	Lowlands
Wed 27/05/2020 14:00	Cabinet
Thu 28/05/2020 18:30	Economic and Social O&S Committee

June 2020

Mon 01/06/2020 14:00	Uplands
Wed 03/06/2020 14:00	Finance and Management O&S Committee
Thu 11/06/2020 14:00	Environment O&S Committee
Mon 15/06/2020 14:00	Lowlands
Wed 17/06/2020 14:00	Cabinet
Wed 24/06/2020 14:00	Council

July 2020

Thu 02/07/2020 18:30	Economic and Social O&S Committee
Mon 06/07/2020 14:00	Uplands
Wed 08/07/2020 14:00	Finance and Management O&S Committee
Mon 13/07/2020 14:00	Lowlands
Thu 16/07/2020 14:00	Environment O&S Committee
Wed 22/07/2020 14:00	Cabinet
Thu 23/07/2020 18:00	Audit and General Purposes Committee
Wed 29/07/2020 14:00	Council

August 2020

Mon 03/08/2020 14:00	Uplands
Mon 10/08/2020 14:00	Lowlands

September 2020

Mon 07/09/2020 14:00	Uplands
Mon 14/09/2020 13:30	Lowlands
Thu 17/09/2020 18:30	Economic and Social O&S Committee
Wed 23/09/2020 14:00	Cabinet

October 2020

Thu 01/10/2020 14:00	Environment O&S Committee
Mon 05/10/2020 14:00	Uplands
Wed 07/10/2020 14:00	Finance and Management O&S Committee
Mon 12/10/2020 14:00	Lowlands
Thu 15/10/2020 18:00	Audit and General Purposes Committee
Wed 21/10/2020 14:00	Cabinet
Wed 28/10/2020 14:00	Council

November 2020

Mon 02/11/2020 14:00	Uplands
Mon 09/11/2020 14:00	Lowlands
Wed 18/11/2020 14:00	Cabinet
Thu 19/11/2020 18:30	Economic and Social O&S Committee

December 2021

Mon 07/12/2020 14:00	Uplands
Wed 09/12/2020 14:00	Finance and Management O&S Committee
Thu 10/12/2020 14:00	Environment O&S Committee
Mon 14/12/2020 14:00	Lowlands
Wed 16/12/2020 14:00	Cabinet

Wed 26/08/2020 14:00 Cabinet

January 2021

Mon 04/01/2021 14:00 Uplands
Mon 11/01/2021 14:00 Lowlands
Wed 13/01/2021 14:00 Cabinet
Wed 20/01/2021 14:00 Council
Thu 21/01/2021 18:30 Economic and Social O&S Committee
Thu 28/01/2021 18:00 Audit and General Purposes Committee

February 2021

Mon 01/02/2021 14:00 Uplands
Wed 03/02/2021 14:00 Finance and Management O&S Committee
Mon 08/02/2021 14:00 Lowlands
Thu 11/02/2021 14:00 Environment O&S Committee
Wed 17/02/2021 14:00 Cabinet
Wed 24/02/2021 14:00 Council (Budget)

March 2021

Mon 01/03/2021 14:00 Uplands
Mon 08/03/2021 14:00 Lowlands
Thu 18/03/2021 18:00 Audit and General Purposes Committee
Wed 24/03/2021 14:00 Cabinet

April 2021

Tue 06/04/2021 14:00 Uplands
Thu 08/04/2021 18:30 Economic and Social O&S Committee
Mon 12/04/2021 14:00 Lowlands
Wed 14/04/2021 14:00 Finance and Management O&S Committee
Thu 15/04/2021 14:00 Environment O&S Committee
Wed 21/04/2021 14:00 Cabinet
Mon 26/04/2021 14:00 Uplands
Wed 28/04/2021 14:00 Council

May 2021

Thu 06/05/2021 County Council Elections
Wed 12/05/2021 14:00 Council (annual meeting)
Mon 17/05/2021 14:00 Lowlands
Wed 19/05/2021 14:00 Cabinet

June 2021

Tue 01/06/2021 14:00 Uplands
Mon 14/06/2021 14:00 Lowlands

Notes: (1) Unless otherwise stated, meetings held at the Council Offices, Woodgreen, Witney; (2) Programme subject to change - for further information contact Committee Services: Tel: 01993 861523; EMail: enquiries@westoxon.gov.uk ; (3) O&S = Overview & Scrutiny Committee; (4) the start times for O&S Committee meetings from July 2020 onwards are to be confirmed; (5) the Leader of the Council may call additional Cabinet meetings if required; (6) to view agendas, reports and minutes, see: www.westoxon.gov.uk/meetings