



WEST OXFORDSHIRE
DISTRICT COUNCIL

WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	Council – Wednesday 20 January 2021
Report Number	Agenda Item No. 8
Subject	Programme of Meetings for 2021/22
Wards affected	All
Accountable member	Councillor Michele Mead, Leader of the Council Email: michele.mead@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 2021/2022.
Annexes	Annex I – Suggested programme of meetings for 2021/2022.
Recommendations	(a) That the Calendar of Meetings for 2021/2022 set out in Annex I 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 I , 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 2021/2022. 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.

Times of Council and Overview and Scrutiny Committee Meetings

- 2.6. The programme in [Annex I](#) reflects the previous “normal” start times for meetings. Council is, however, aware that the start time for Council and Finance and Management Overview and Scrutiny Committee meetings is 12:30 pm for the remainder of the period prior to the elections in May. It is of course open to Council to consider start times as it sees fit.
- 2.7. In relation to all three of the Overview and Scrutiny Committees it has in any event been the practice for those Committees to consider their start time for the remainder of the civic year at their first meeting after the annual meeting of the Council.

Area Planning Sub-Committees

- 2.8. Following consultation with each of the Area Planning Sub-Committees, the Programme in [Annex I](#) attempts to schedule the meetings at intervals of four weeks rather than once in every calendar month. This improves the ability to determine applications within the required timescales. It is also worth noting that both of the Sub-Committees acknowledged that some recent agendas/meetings have been very short, and were content that if there was no business for a particular meeting which could not await a future meeting, the Chair could agree to its cancellation.

- 2.9. Although a four weekly cycle is the objective, as always the impact of Bank Holidays, elections, Christmas, Easter and the annual meeting of the Council mean that this has to be varied on occasion.

Audit and General Purposes Committee

- 2.10. Council is advised that the meetings of the Committee shown for 24 June and 23 September could be subject to change depending on the eventual timetable for the submission of the draft statement of accounts, subsequent audit, and the final approval following audit. Should either or both of those dates need to be reconsidered, the Chair and Vice Chair will be consulted, and we will use best endeavours to give as much notice as possible.

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 2021/2022
(see notes at end of document)



**WEST OXFORDSHIRE
DISTRICT COUNCIL**

May 2021

Wed 19/05/2021 14:00 Council
 Mon 24/05/2021 14:00 Lowlands
 Wed 26/05/2021 14:00 Cabinet
 Thu 27/05/2021 18:30 Economic & Social O&S

June 2021

Tue 01/06/2021 14:00 Uplands
 Wed 02/06/2021 14:00 Finance & Management O&S
 Thu 10/06/2021 14:00 Environment O&S
 Wed 16/06/2021 14:00 Cabinet
 Mon 21/06/2021 14:00 Lowlands
 Wed 23/06/2021 14:00 Council
 Thu 24/06/2021 18:00 Audit & General Purposes
 Mon 28/06/2021 14:00 Uplands

July 2021

Thu 08/07/2021 18:30 Economic & Social O&S
 Wed 14/07/2021 14:00 Finance & Management O&S
 Thu 15/07/2021 14:00 Environment O&S
 Mon 19/07/2021 14:00 Lowlands
 Wed 21/07/2021 14:00 Cabinet
 Mon 26/07/2021 14:00 Uplands
 Wed 28/07/2021 14:00 Council

August 2021

Mon 16/08/2021 14:00 Lowlands
 Wed 18/08/2021 14:00 Cabinet
 Mon 23/08/2021 14:00 Uplands

September 2021

Mon 13/09/2021 14:00 Lowlands
 Wed 15/09/2021 14:00 Cabinet
 Thu 16/09/2021 18:30 Economic & Social O&S
 Mon 20/09/2021 14:00 Uplands
 Thu 23/09/2021 18:00 Audit & General Purposes
 Thu 30/09/2021 14:00 Environment O&S

October 2021

Wed 06/10/2021 14:00 Finance & Management O&S
 Mon 11/10/2021 14:00 Lowlands
 Wed 13/10/2021 14:00 Cabinet
 Mon 18/10/2021 14:00 Uplands
 Wed 27/10/2021 14:00 Council

November 2021

Mon 08/11/2021 14:00 Lowlands
 Wed 10/11/2021 14:00 Cabinet
 Mon 15/11/2021 14:00 Uplands
 Thu 25/11/2021 18:30 Economic & Social O&S

December 2021

Wed 01/12/2021 14:00 Finance & Management O&S
 Thu 02/12/2021 14:00 Environment O&S
 Mon 06/12/2021 14:00 Lowlands
 Mon 13/12/2021 14:00 Uplands
 Wed 15/12/2021 14:00 Cabinet

January 2022

Wed 05/01/2022 14:00 Lowlands
 Mon 10/01/2022 14:00 Uplands
 Wed 19/01/2022 14:00 Cabinet
 Thu 20/01/2022 18:00 Audit & General Purposes
 Wed 26/01/2022 14:00 Council
 Thu 27/01/2022 18:30 Economic & Social O&S
 Mon 31/01/2022 14:00 Lowlands

February 2022

Thu 03/02/2022 14:00 Environment O&S
 Mon 07/02/2022 14:00 Uplands
 Wed 09/02/2022 14:00 Finance & Management O&S
 Wed 16/02/2022 14:00 Cabinet
 Wed 23/02/2022 14:00 Council
 Mon 28/02/2022 14:00 Lowlands

March 2022

Mon 07/03/2022 14:00 Uplands
 Wed 16/03/2022 14:00 Cabinet
 Mon 28/03/2022 14:00 Lowlands
 Thu 31/03/2022 18:30 Economic & Social O&S

April 2022

Mon 04/04/2022 14:00 Uplands
 Thu 07/04/2022 14:00 Environment O&S
 Wed 13/04/2022 14:00 Finance & Management O&S
 Tue 19/04/2022 14:00 Lowlands
 Wed 20/04/2022 14:00 Cabinet
 Thu 21/04/2022 18:00 Audit & General Purposes
 Mon 25/04/2022 14:00 Uplands
 Wed 27/04/2022 14:00 Council

May 2022

Wed 18/05/2022 14:00 Council
 Mon 23/05/2022 14:00 Lowlands
 Wed 25/05/2022 14:00 Cabinet
 Tue 31/05/2022 14:00 Uplands

Notes: (1) Until further notice meetings will be held via video conferencing, with online access. Members of the public may view via [Facebook Live](#), and do not need a Facebook account to do so; (2) Otherwise, meetings are held at the Council Offices, Woodgreen, Witney; (3) Programme subject to change - for further information contact Committee Services: Tel: 01993 861523; EMail: democratic.services@westoxon.gov.uk; (4) O&S = Overview & Scrutiny Committee; (5) the start times for O&S Committee meetings from July 2021 onwards are to be confirmed; (6) the Leader of the Council may call additional Cabinet meetings if required; and (7) to view agendas, reports and minutes, see: www.westoxon.gov.uk/meetings