



WEST OXFORDSHIRE
DISTRICT COUNCIL

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Name and date of Committee	Council – 26 January 2022
Report Number	Agenda Item No. 8
Subject	Calendar of Meetings for 2022/23
Wards affected	All
Accountable member	Councillor Michele Mead, Leader of the Council Email: michele.mead@westoxon.gov.uk
Accountable officer	Amy Bridgewater-Carnall, Democratic Services Manager amy.bridgewater-carnall@westoxon.gov.uk
Summary/Purpose	To consider and agree a programme of meetings for the civic year 2022/2023.
Annexes	Annex I- Draft Calendar of Meetings for 2022/2023.
Recommendations	(a) That the Calendar of Meetings for 2022/2023 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

I BACKGROUND

Each year the Council considers its Calendar of Meetings for the forthcoming civic year. This is usually undertaken at the beginning of the calendar year so that the management of deadline dates, meeting rooms and availability can be managed.

2 MAIN POINTS

General Note

- 2.1 Officers across the Democratic Services teams have tried to schedule the calendars of meetings to avoid school holidays and provide a quieter time across the month of August. Whilst this has not always been possible, it remains in each Committee's gift, subject to agreement from the relevant Chairman, to agree a revised date should all members be in agreement and / or a cancellation of the meeting if there is insufficient business to be considered.

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 Following meetings with officers, we have initiated discussions with the current Chairman of Licensing to consider pre-programming Licensing Panels throughout the civic year. The dates and membership of each panel could be set by the Committee at their first meeting and is helpful for officers looking to bring business forwards. This also eliminates the time it takes to arrange ad hoc meetings and wait for responses from volunteer members.
- 2.5 Two meetings of the Licensing Committee have been scheduled – the first to be used to consider the above approach and to enable officers to deliver regulatory and update training for Members.

Times of Overview and Scrutiny Committee Meetings

- 2.6 The calendar of meetings reflects the previous "normal" start times for meetings.
- 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 As previously agreed, these meetings have been scheduled at intervals of four weeks rather than once in every calendar month. This improves the ability to determine applications within the required timescales.
- 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 Members will note that the meetings of the above Committee may need to change due to the progress on the Council's accounts. However, the Democratic Services teams across Publica have worked together to ensure that none of the meetings take place on the same day and therefore may not be held on the 'usual' day of the week. This ensures that any officers who work across the three authorities should be able to attend the meetings and deliver their reports in person.

3 FINANCIAL IMPLICATIONS

There are no financial implications arising directly from this report.

4 LEGAL IMPLICATIONS

None.

5 ALTERNATIVES/OPTIONS

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

None.