

To: **Council**
Date: **29 November 2021**
Report of: **Head of Law and Governance**
Title of Report: **Meetings programme for May 2022 to May 2024**

Summary and recommendations	
Purpose of report:	This report sets out a programme of Council, committee and other meetings for the whole of the 2022/2023 and 2023/24 council years
Recommendations: That Council resolves to:	
<ol style="list-style-type: none">1. Approve the programme of Council, committee and other meetings from 1 May 2022 to 31 May 2024 attached at Appendix 1;2. Delegate authority to the Head of Law and Governance, in consultation with Group Leaders, to make changes to this programme in the event that there is any decision by Council to change the committee structure or committee remits which impacts on the programme of meetings; and3. Delegate authority to the Head of Law and Governance to set dates for additional training and briefing sessions for Members.	

Appendices	
Appendix 1	Programme of Council and committee meetings in calendar format May 2022 to May 2024

Introduction and background

1. This report sets out the proposed schedule of Council and committee meetings for whole of the next two municipal years, from 1 May 2022 to 31 May 2024, for approval by Council.
2. Council agreed a programme of meetings on 30 November 2020 which included meetings in May 2022. The only change is the removal from the programme of a Cabinet meeting originally scheduled for 26 May 2022 due to its proximity to the local elections and their impact on the clearance process for Cabinet reports.
3. Appendix 1 provides the recommended programme of meetings of Council, committees, sub-committees, Scrutiny standing panel meetings and Member training and briefing sessions. Meeting dates for Cabinet and the Shareholder and Joint Venture Group are a matter for the Leader of the Council and are included in the programme for completeness.

- Setting the programme for all main Council and committee meetings in advance allows for good governance, open and efficient decision making and helps Members and officers to plan their workloads and availability.

Programme of meetings

- This report assumes that the Council's decision making arrangements and committee structure will be unchanged from 2020/21. Should Council decide to make changes to its committee structure at any point, a revised programme may need to be prepared and circulated. It is recommended that authority is delegated to the Head of Law and Governance, in consultation with Group Leaders, to make changes to the programme as required following any such decision.
- The principle used in timetabling is that Council business must happen in a timely manner but the broader needs of Members will be taken into account. Council has previously asked officers to as far as possible avoid scheduling meetings during school holidays, during certain religious festivals and on Fridays. The main Christian festivals coincide with public holidays. There are no significant clashes with major Sikh or Buddhist festivals. Major festivals for those of Muslim, Jewish and Hindu faiths taken into account are shown in Table 1.

Table 1: Dates of major Muslim, Jewish and Hindu festivals

Festival	Dates in 2022/23	Dates in 2023/24
Eid-al-Fitr	Fri 21 April – Sat 22 April 2023	Tue 9 April – Wed 10 April 2024
Ramadan	Wed 22 March – Thur 20 April 2023	Sun 10 March – Mon 8 April 2024
Eid-al-Adha	Sat 9 July – Wed 13 July 2022	Wed 28 June – Sun 2 July 2023
Rosh Hashanah	Sun 25 Sept – Tue 27 Sept 2022	Fri 15 Sept – Sun 17 Sept 2023
Yom Kippur	Tue 4 Oct – Wed 5 Oct 2022	Sun 24 Sept – Mon 25 Sept 2023
Diwali	Mon 24 Oct 2022	Sun 12 Nov 2023

- As far as practicable meetings have been scheduled to avoid school holidays and major religious festivals, where this does not adversely affect the overall programme. In some cases this has been unavoidable. Members of most committees are able to appoint a substitute if they cannot attend themselves.
- The programme is very busy so there is limited scope for meetings to be moved or added without creating diary clashes for Members and officers. The Council's Constitution contains provisions for cancelling meetings where there is no business and scheduling further meetings if required.
- Political groups have been consulted on the proposed meetings programme which Council is recommended to approve. Since that consultation three Scrutiny Committee meetings have been moved to avoid clashes with meetings of the Future Oxfordshire Partnership Scrutiny Panel:
 - Scrutiny Committee – Wednesday 8 June 2022 (moved from Tuesday 7 June)

- Scrutiny Committee – Monday 16 January 2023 (from Tuesday 17 January)
- Scrutiny Committee – Wednesday 7 June 2023 (from Tuesday 6 June)

Meetings of Council

10. Following City Council elections in May 2022, the annual meeting of Council must be held between the 8th and 21st day after the retirement of councillors¹. Following the elections on 5 May 2022, the date of retirement and assumption of office is Monday 9 May, so Council must hold an annual meeting between 17 and 30 May 2021.
11. The date of 18 May 2022 is early in this window but allows sufficient time for political groups to meet, decide if they wish to propose any immediate changes to the committee structure and nominate Members to seats on committees in time for the Annual Council meeting.
12. Holding the annual meeting of Council on an early date allows the election of the Lord Mayor and the Leader, the appointment of committees and the start of the decision making cycle. A later meeting date would create a longer gap in the decision-making cycle which would have implications for dealing with the Council's business in a timely manner.
13. The Council's budget meeting is scheduled for 16 February 2023, which falls during the week of half-term (13-17 February). This has been difficult to avoid. Council must set the Council Tax at a meeting once the other precepting authorities have set their budgets and in time for some 60,000 Council Tax bills to be produced before the start of the new financial year.
14. A second Council budget meeting has been reserved for 27 February 2023 in case Council or another precepting authority is unable to agree a budget meaning Council is unable to set the Council Tax at its meeting on 16 February 2022.
15. The same principles have been applied to the scheduling of Council meetings in 2023/24.

Cabinet and Scrutiny Committee

16. The regular cycle of Scrutiny Committee and Cabinet meetings is intended to provide for efficient executive decision making and to allow sufficient time for effective pre-decision scrutiny. Scrutiny Committee is generally scheduled to meet on a Tuesday and Cabinet on the following Wednesday.
17. The Cabinet and Scrutiny Committee meetings scheduled for August 2022 and August 2023 are reserved only for any decisions which must be taken then, and pre-scrutiny of those decisions. If there are no such decisions these meetings may be cancelled.
18. Dates for meetings of the Scrutiny Committee's Finance & Performance Panel and Housing & Homelessness Panel have been included in the programme.
19. The Scrutiny Committee may also establish other standing panels and review groups which will set their own meeting dates.

Planning Committees

¹ Local Government Act 1972 Schedule 12 S1 (2) (a).

20. The Oxford City Planning Committee will generally meet on the third Tuesday of each month.
21. The Planning Review Committee is also scheduled to meet monthly to allow for the call in of decisions taken by the Oxford City Planning Committee. Recent experience is that Planning Review Committee meetings typically take place c. 3 times per year. In some cases, the same date may be used as an adjournment date if the business of the Oxford City Planning Committee cannot be completed at a scheduled meeting. If not required for this or their original purpose, Planning Review Committee dates may be used for other Member meetings, or cancelled altogether.

Licensing Committees and sub-committees

22. The General Purposes Licensing Committee and the Licensing & Gambling Acts Committee are scheduled to meet three times in the year with meetings of the two committees held back to back (Council will be recommended to appoint the same Members to both licensing committees at its annual meetings).
23. Meetings of the General Purposes Licensing Casework Sub-Committee have been scheduled regularly throughout the year.
24. The Licensing & Gambling Acts Casework Sub-Committee has to meet within set timescales and provisional dates for this sub-committee have been scheduled regularly through the year.
25. The Head of Law and Governance can cancel or convene sub-committee meetings after consulting with the chairs as required by the caseload (as set out in section 14.6 of the Constitution).

Audit and Governance Committee

26. The Audit and Governance Committee is scheduled to meet quarterly to receive audit and risk reports and undertake its other responsibilities. A fifth meeting is scheduled (in September) for the Committee to consider and approve the annual statement of accounts.

Standards Committee

27. The Standards Committee is scheduled to meet three times per year to receive reports from the Monitoring Officer on the numbers of Code of Conduct complaints received, updates on developments in ethical governance, requests for individual dispensations and proposals for Member training. Where there is little to report meetings may be cancelled by the Head of Law and Governance after consulting the Chair of the Standards Committee.

Appointments Committee

28. Two meetings of the Appointments Committee are scheduled in the year for the Chief Executive to report on the Council's senior management arrangements, as required by the Council's Constitution (Part 9.3(a) (iii)).
29. The Appointments Committee is also responsible for recommending to Council any appointment to the position of Head of Paid Service (Chief Executive) and the designation of Monitoring Officer and Chief Finance Officer, and for appointing to the positions of executive director or posts of similar seniority. Additional meetings can be scheduled by the Chief Executive or the Head of Law and Governance after consulting the Chair of the Appointments Committee, should the need arise.

Investigations and Disciplinary Committee

30. This committee would only meet to decide on disciplinary hearings involving a Statutory Officer, Executive Director or Assistant Chief Executive. The Committee and Member Services Manager has delegated authority within the Council's Constitution to convene meetings of this committee should the need arise.

Shareholder and Joint Venture Group (SJVG) meetings

31. The Shareholder and Joint Venture Group (SJVG) is responsible for acting as owner of the Council's companies and for safeguarding and furthering the Council's interests and investments in its companies and joint ventures. The SJVG is scheduled to meet six times per year in total, with two meetings being held every four months, one for Oxford Direct Services and one for the Council's other companies and joint ventures.

Training and briefings

32. Training and briefing sessions are offered to assist with Members' learning and development. Dates for training and for briefing sessions are included to allow Members to plan ahead. Members are advised to note these dates in their diaries.
33. Compulsory training will always be offered on a choice of dates and times. Non-compulsory training and Member briefing sessions will typically start at 6.00pm and will generally be recorded for those who cannot attend. A later start time would have an impact on the employment arrangements of officers.
34. Members have been asked to provide feedback on the topics, timings and delivery of member briefings. The responses suggest that there is a clear preference for briefings to be held in the evening (the alternative being at lunch time) and delivered remotely over Zoom, with the sessions being recorded for the benefit of members who are unable to attend where possible.
35. A programme of training sessions and briefings on topical issues will be circulated to Members separately by the Committee and Member Services Team.
36. It is recommended that the Head of Law and Governance is authorised to arrange additional training and briefing as requested by officers or Members.

Meeting start times

37. The default start time for all meetings is 6.00pm with the exception of Council meetings which start at 5.00pm. Committees and sub-committees are able to vary this start time and some sub-committees have previously agreed to do so. The two licensing committees may set the start times for their sub-committees or these sub-committees may set their own start times on a case-by-case basis.
38. Any committees wishing to vary the start time to later than 6.00pm must first consult the Committee and Member Services Manager to ensure that these meetings can be suitably resourced and supported by officers.

Meeting locations

39. Most Member meetings are subject to the Local Government Act 1972 which requires Members to be physically present together in a set location. The exceptions to this are meetings of standing panels and review groups established by the Scrutiny Committee and member training and briefing sessions, which may

be held remotely. Oxford Town Hall is the venue for all meetings held in a physical location and Zoom is the default platform for meetings held remotely.

Publicising meeting dates

40. Meeting dates will be available online via the Council's website and intranet once agreed by Council. The on-line calendar is the most effective way to view accurate and up to date meeting dates. In addition the meeting details can be downloaded into individual Members' calendars. Where meetings are cancelled or rescheduled during the year, the meeting details in Members' calendars will not update automatically and Members will need to update their calendars manually. The Committee and Member Services Team will circulate instructions to Members on the downloading of calendars.

Legal issues

41. Meetings which the Council is required by legislation to hold have been included in the programme. There are no other legal issues arising from the recommendations in this report.
42. The Head of Law and Governance can cancel scheduled meetings where there is no business, or arrange additional or re-scheduled meetings after consulting with the relevant committee chair (as set out in section 14.6 of the Constitution).

Financial Issues

43. The programme of meetings can be delivered within existing resources. There are no financial issues arising from this report.

Report author	Andrew Brown
Job title	Committee and Members Services Manager
Service area or department	Law and Governance
Telephone	01865 252230
e-mail	abrown2@oxford.gov.uk
Background Papers:	None