

Division(s): N/A

COUNCIL – 5 November 2024

CALENDAR OF MEETINGS 2025-26

Report of the Director of Law & Governance and Monitoring Officer

RECOMMENDATION

COUNCIL IS RECOMMENDED to approve the calendar of meetings for the 2025-26 Council year attached to the report as Annex 1.

Executive Summary

1. The calendar of meetings for each civic year, from one Annual Council meeting to the next, is presented to Council for approval.
2. On this occasion, it is proposed to move back by one week the date set by Council last year for the 2025 Annual Council meeting.
3. There is an established pattern of meeting dates that is generally followed, although adjustments are made to reflect known events that clash with certain meetings. For example, efforts are made to avoid meetings during the main school holidays. On this occasion and going forwards, important religious dates for the main religions represented in the UK, have also been taken into consideration.
4. The Chair and Vice Chair of Council, Group Leaders, Chairs and Deputy Chairs of Committees, Cabinet Members and the Strategic Leadership Team have been consulted regarding the dates proposed and have raised no objection.

Annual Council

5. The Constitution (Part 3.1) recommends:

“1.1.1 In a year when there is an ordinary election of councillors, the annual meeting will normally take place on the second Tuesday after the day of retirement of councillors or on such other day as the Chair may determine after consultation with Group Leaders but within twenty-one days of the day of the retirement of the outgoing councillors”

6. Outgoing councillors will retire on the fourth day after the election. That will be Monday 5 May 2025 and the date for Annual Council was therefore set for Tuesday 13 May 2025. However, Monday 5 May 2025 is a Public Holiday and the agenda would therefore have to be published on Friday 2 May 2024 – the day on which votes will be counted.
7. The Chair of the Council and the Group Leaders have agreed that it would be prudent to move the Annual Council meeting to 20 May 2025. This will allow more time for the formation of an administration and the allocation of committee places.

Financial Implications

8. There are no direct financial implications arising from this report

Comments approved by: Drew Hodgson, Strategic Finance Business Partner – Resources, Drew.Hodgson@Oxfordshire.gov.uk

Legal Implications

9. Section 7 of the Local Government Act 1972 states that councillors “shall retire.... on the fourth day after the ordinary day of election of county councillors” save for the Chair of Council who remains in position until their successor is appointed by virtue Sections 3(2) and 3(3) of the Local Government Act 1972
“(2) The chairman shall, unless he resigns or becomes disqualified, continue in office until his successor becomes entitled to act as chairman.
(3) During his term of office the chairman shall continue to be a member of the council notwithstanding the provisions of this Act relating to the retirement of councillors”.
10. S101 of the Local Government Act permits the Council to arrange for the discharge of its functions by a committee or sub-committee. Executive functions are undertaken by the cabinet or a single member as established under the Local Government Act 2000.
11. Constitution sets out the rules relating to the frequency of meetings:
Full Council - Council Procedure Rule 2
Cabinet - Cabinet Procedure Rule 1.5
Overview and Scrutiny Committees - Overview and Scrutiny Procedure Rule 8
Audit and Governance Committee, Pension Fund Committee and Planning and Regulation Committee – Regulatory and Other Committees Procedure Rule 3

Comments approved by: Anita Bradley, Director of Law & Governance and Monitoring Officer, anita.bradley@oxfordshire.gov.uk

Equality and Inclusion Implications

12. In setting out the dates, the school holidays have been avoided as far as possible as many Members have extra child-minding responsibilities during the holidays.
13. Important religious holidays for the main religions represented in the UK population have also been taken into consideration, that is Christian, Muslim, Hindu, Sikh, Buddhist, Jewish.
14. This should ensure that meetings of the Council are more inclusive.

Sustainability Implications

15. There are no direct sustainability implications arising from this report

Risk Management

16. There are no direct risk management implications arising from this report.

Anita Bradley

Director of Law and Governance and Monitoring Officer

Annex: Annex 1 2025-26 Calendar of Meetings

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