



## **PORTFOLIO HOLDER DECISION NOTICE**

### **INDIVIDUAL DECISION BY THE LEADER**

### **TOPIC – PROPOSED TIMETABLE OF COMMITTEE MEETINGS 2013/14**

### **PROCEDURAL INFORMATION**

The Access to Information Procedure Rules – Part 4, Section 22 of the Council's Constitution provides for a decision to be made by an individual member of Cabinet.

In accordance with the Procedure Rules, the Corporate Director (Governance), the Chief Executive and the Head of Finance are consulted together with Chairman and Vice Chairman of The Overview and Scrutiny Committee and any other relevant overview and scrutiny committee. In addition, all Members are notified.

If five or more Members from those informed so request, the Leader may require the matter to be referred to Cabinet for determination.

### **Contact Officers:**

**Case Officer:** Nancy Graham, Tel: 01962 848 235, ngraham@winchester.gov.uk

**Committee Administrator:** Nancy Graham (as above)

### **SUMMARY**

- The attached timetable for 2013/14 is based on the amended timetable agreed for 2012/13 at Cabinet on 12 October 2011 (Report CAB2235 refers), with the following changes:
  - The frequency of Cabinet meetings has been changed from four-weekly to six-weekly (apart from during the budget cycle where it will continue to meet more frequently, and other the summer recess where there is a longer break);
  - The frequency of The Overview and Scrutiny Committee has been altered to tie in with the changes to Cabinet meetings;
  - the provisional date for the September Council meeting has been removed;
  - The April 2014 Council has been moved earlier to fall outside the Easter school holidays;

- The annual Informal Planning Development Control Committee and Planning District Coach Tour have been included in the calendar.
- Additional Member training evenings have been scheduled for Treasury Management and Audit training.
- The reasons for the changes are to improve the workflow and production of reports etc, taking into the different methods of working now in place through the various Cabinet Committees. It is recognised with these and the new Barton Farm Forum that there will not be an overall reduction in Member meetings, but the changes seek to manage their timing in a more effective way (at the end of the draft timetable there is a list of totals of meetings indicating changes in totals since 12/13).
- In compiling the timetable, the following assumptions have been retained:
  - Planning Development Control (PDC) Committee will continue to meet on one full day (usually a Thursday) every four weeks, commencing at 9.30am.
  - full Council meetings have been generally scheduled to avoid County Council school holidays and political party conferences. Unfortunately, the February budget meetings have to tie in with the County Council budget setting which means that the February 2014 Council does fall within the school half-term holidays.
  - there are no direct clashes of meetings.
  - The Overview & Scrutiny Committee has, wherever possible, been scheduled to meet on a Monday following a Cabinet meeting.
  - meetings of the Cabinet (Housing Delivery) Committee, Cabinet (Traffic and Parking) Committee and Cabinet (Local Development Framework) Committee will continue to be arranged on an ad-hoc basis, as will Licensing & Regulation Sub-Committee meetings.
  - Meetings of the same Committees have been scheduled to meet on the same day of the week (e.g. Licensing & Regulation Committees on a Thursday, Audit Committee on a Tuesday etc);
  - Meetings of Cabinet and The Overview and Scrutiny Committee have been scheduled to avoid party political conferences (where dates are known);
  - Experience so far has shown that the Informal Scrutiny Groups (ISG) have all met at different times of the day and more frequently than the previous Scrutiny Panels (for example, an ISG might decide to meet five or six times in a three month period). It is proposed that the arrangement

whereby each ISG sets its own timetable continues and so there are no timetabled dates included within the published timetable.

**DECISION**

That the Timetable of Meetings for 2013/14 be agreed as set out in Appendix 1.

**REASON FOR THE DECISION AND OTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

As set out above.

**RESOURCE IMPLICATIONS:**

The Eversley Room will continue to be utilised for ISG meetings and some smaller Committee meetings, rather than larger venues such as the Walton Suite and King Charles Hall. This will enable these larger rooms to be used for external bookings, generating additional external cash income for the Council. It will also reduce the internal recharge from the Guildhall for member meetings.

**CONSULTATION UNDERTAKEN ON THE DECISION**

The Leader and other Cabinet Members have been consulted.

**FURTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED FOLLOWING PUBLICATION OF THE DRAFT PORTFOLIO HOLDER DECISION NOTICE**

n/a

**DECLARATION OF INTERESTS BY THE DECISION MAKER OR A MEMBER OR OFFICER CONSULTED**

n/a

**DISPENSATION GRANTED BY THE STANDARDS COMMITTEE**

n/a

Approved by: (signature)

Date of Decision: 21.01.13

Councillor Keith Wood – Leader

**WINCHESTER CITY COUNCIL****TIMETABLE OF MEETINGS 2013/14****Date 2013**

Wednesday 10 April	Cabinet (Provisional date if required)
Wednesday 17 April	<u>COUNCIL</u>
Thursday 25 April	Planning Development Control Committee
Thursday 2 May	<u>COUNTY COUNCIL ELECTIONS</u>
<b>Monday 6 May</b>	<b>Bank Holiday</b>
Friday 10 May	Dinner in honour of Retiring Mayor
Tuesday 14 May	Informal Council Meeting
Wednesday 15 May	<u>ANNUAL COUNCIL MEETING AND MAYOR MAKING</u>
Thursday 16 May	Cabinet
Sunday 19 May	Mayor's Sunday (for information)
Monday 20 May	The Overview and Scrutiny Committee
Tuesday 21 May	Councillor Training (Planning Issues)
Thursday 23 May	Planning Development Control Committee
<b>Monday 27 May</b>	<b>Bank Holiday</b>
Tuesday 28 May	Councillor Training (Code of Conduct)
Tuesday 11 June	Councillor Training (Overview and Scrutiny)
Wednesday 12 June	Winchester Town Forum
Thursday 13 June	Licensing and Regulation Committee
Monday 17 June	Personnel Committee
Tuesday 18 June	Councillor Training (Audit Committee)
Wednesday 19 June	Cabinet (Housing) Committee
Thursday 20 June	Planning Development Control Committee
Monday 24 June	Standards Committee
Tuesday 25 June	Audit Committee
Wednesday 26 June	Cabinet
Monday 1 July	The Overview & Scrutiny Committee
Wednesday 17 July	<u>COUNCIL</u>
Thursday 18 July	Planning Development Control Committee
Wednesday 24 July	EHDC/WCC Joint Environment Services Committee (at WCC)
Thursday 22 August	Planning Development Control Committee
<b>Monday 26 August</b>	<b>Bank Holiday</b>
Monday 9 September	Personnel Committee
Wednesday 11 September	Cabinet
Wednesday 11 September	Winchester Town Forum
Tuesday 17 September	Councillor Training (Subject TBA)
Wednesday 18 September	Cabinet (Housing) Committee

Thursday 19 September	Planning Development Control Committee
Monday 23 September	The Overview & Scrutiny Committee
Tuesday 24 September	Audit Committee
Wednesday 25 September	EHDC/WCC Joint Environment Services Committee (at EHDC)
Monday 30 September	Standards Committee
Wednesday 9 October	Planning Development Control Committee – Informal Meeting
Thursday 10 October	Licensing & Regulation Committee
Friday 11 October	Planning District Coach Tour
Sunday 13 October	Law Sunday
Thursday 17 October	Planning Development Control Committee
Wednesday 23 October	Cabinet
Monday 28 October	The Overview and Scrutiny Committee
Wednesday 6 November	<u>COUNCIL</u>
Sunday 10 November	Remembrance Sunday (for information)
Thursday 14 November	Planning Development Control Committee
Wednesday 20 November	Cabinet (Housing) Committee
Monday 25 November	Personnel Committee
Tuesday 26 November	Councillor Training (Subject TBA)
Wednesday 27 November	EHDC/WCC Joint Environment Services Committee (at WCC)
Wednesday 27 November	Winchester Town Forum
Thursday 28 November	Licensing and Regulation Committee
Monday 2 December	Standards Committee
Tuesday 3 December	Audit Committee
Wednesday 4 December	Cabinet
Monday 9 December	The Overview and Scrutiny Committee
Thursday 12 December	Planning Development Control Committee
<b>Wednesday 25 December Christmas Day</b>	
<b>Thursday 26 December Boxing Day</b>	

### DATE 2014

<b>Wednesday 1 January</b>	<b>New Years Day</b>
Wednesday 8 January	<u>COUNCIL (PRE-BUDGET)</u>
Thursday 9 January	Planning Development Control Committee
Monday 13 January	Personnel Committee
Tuesday 14 January	Councillor Training (Treasury Management)
Wednesday 15 January	Cabinet
Thursday 16 January	Licensing and Regulation Committee
Monday 20 January	The Overview & Scrutiny Committee
Wednesday 22 January	EHDC/WCC Joint Environment Services Committee (at EHDC)
Wednesday 22 January	Winchester Town Forum
Monday 27 January	Standards Committee
Wednesday 29 January	Cabinet (Housing) Committee
Thursday 6 February	Planning Development Control Committee
Wednesday 12 February	Cabinet
Monday 17 February	The Overview and Scrutiny Committee

Thursday 20 February	<u>COUNCIL (BUDGET SETTING)</u>
Thursday 6 March	Planning Development Control Committee
Monday 10 March	Personnel Committee
Tuesday 11 March	Audit Committee
Wednesday 12 March	Winchester Town Forum
Monday 17 March	The Overview & Scrutiny Committee
Tuesday 18 March	Mayors Awards Evening (tbc)
Wednesday 19 March	Cabinet
Wednesday 26 March	Cabinet (Housing) Committee
Wednesday 26 March	EHDC/WCC Joint Environment Services Committee (at WCC)
Wednesday 2 April	<u>COUNCIL</u>
Thursday 3 April	Planning Development Control Committee
Wednesday 9 April	Cabinet (Provisional date if required)
<b>Friday 18 April</b>	<b>Good Friday</b>
<b>Monday 21 April</b>	<b>Easter Monday</b>
Thursday 24 April	Planning Development Control Committee
Thursday 1 May	<u>CITY COUNCIL ELECTIONS</u>
<b>Monday 5 May</b>	<b>Bank Holiday</b>
Friday 9 May	Dinner in honour of Retiring Mayor
Tuesday 13 May	Informal Council Meeting
Wednesday 14 May	<u>ANNUAL COUNCIL MEETING AND MAYOR MAKING</u>
Thursday 15 May	Cabinet
Sunday 18 May	Mayor's Sunday (for information)
Monday 19 May	The Overview and Scrutiny Committee
Tuesday 20 May	Councillor Training (New Councillor Induction 1 – reserve date)
Wednesday 21 May	EHDC/WCC Joint Environment Services Committee (at EHDC)
Wednesday 21 May	Councillor Training (Planning Issues)
Thursday 22 May	Planning Development Control Committee
<b>Monday 26 May</b>	<b>Bank Holiday</b>
Tuesday 27 May	Councillor Training (New Councillor Induction 2 – reserve date)

Proposed Meeting Totals for Municipal Year (for information)

*Council – 6 plus one informal (7 in 12/13)*

*Cabinet – 9 incl. provisional Apr date (11 in 12/13, including the Apr date)*

*The Overview and Scrutiny Cttee – 8 (10 in 12/13)*

*Planning Development Control Cttee – 12 (plus one Informal)*

*Winchester Town Forum – 5*

*Licensing & Regulation Cttee – 4*

*Personnel Cttee – 4*

*Cabinet (Housing) Cttee – 5*

*Standards Cttee – 4*

*Audit Cttee – 4*