



## **PORTFOLIO HOLDER DECISION NOTICE**

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

### **TOPIC – PROPOSED TIMETABLE OF COMMITTEE MEETINGS 2014/15**

### **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 Chief Operating Officer, the Chief Executive and the Chief Finance Officer 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

**Democratic Services Officer:** Nancy Graham (as above)

### **SUMMARY**

- The attached timetable for 2014/15 is based on the timetable agreed for 2013/14, with dates agreed up until the end of August 2014 (PHD456 refers, as amended to take account of the May 2014 election date).
- In compiling the timetable, the following assumptions have been retained:
  - Cabinet meetings will continue to meet 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 Overview & Scrutiny Committee has, wherever possible, been scheduled to meet on a Monday following a Cabinet meeting.
  - The April 2015 Council has been moved earlier to fall outside the Easter school holidays;

- 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 2015 Council does fall within the school half-term holidays.
- there are no direct clashes of meetings.
- meetings of the 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. The Overview and Scrutiny Committee on a Monday and Audit Committee on a Thursday 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 2014/15 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 small informal 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, together with the Leaders of opposition groups, have been consulted.

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

Following comments from Councillor Evans and discussion with Group Leaders, it was agreed that the full Council meeting scheduled for 5 November 2014 be moved to Thursday 6 November 2014. In addition, the date of the Retiring Mayor's dinner was included within the timetable (Friday 30 May 2014).

However, it was not possible to move the January 2015 Council date later in the month due to the consequential impact on the following the Committee cycle.

**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: 21.01.14**

**Councillor Keith Wood – Leader**

## COMMITTEE TIMETABLE OF MEETINGS 14/15

NB dates in italics all agreed

<i>Wednesday 2 April</i>	<u>COUNCIL</u>
<i>Thursday 3 April</i>	<i>Planning Development Control Committee</i>
<b>Friday 18 April</b>	<b>Good Friday</b>
<b>Monday 21 April</b>	<b>Easter Monday</b>
<i>Wednesday 30 April</i>	<i>Cabinet</i>
<b>Monday 5 May</b>	<b>Bank Holiday</b>
<i>Tuesday 6 May</i>	<i>The Overview and Scrutiny Committee</i>
<i>Thursday 8 May</i>	<i>Planning Development Control Committee</i>
<b>Thursday 22 May</b>	<b><u>EUROPEAN AND CITY COUNCIL ELECTIONS</u></b>
<b>Monday 26 May</b>	<b>Bank Holiday</b>
<i>Friday 30 May</i>	<i>Dinner in honour of Retiring Mayor</i>
<i>Tuesday 3 June</i>	<i>Informal Council Meeting</i>
<i>Wednesday 4 June</i>	<b><u>ANNUAL COUNCIL MEETING AND MAYOR MAKING</u></b>
<i>Thursday 5 June</i>	<i>Cabinet</i>
<i>Sunday 8 June</i>	<i>Mayor's Sunday (new date)</i>
<i>Monday 9 June</i>	<i>The Overview and Scrutiny Committee</i>
<i>Tuesday 10 June</i>	<i>Councillor Training (New Councillor Induction 1)</i>
<i>Wednesday 11 June</i>	<i>Councillor Training (Planning Issues)</i>
<i>Thursday 12 June</i>	<i>Planning Development Control Committee</i>
<i>Tuesday 17 June</i>	<i>Councillor Training (New Councillor Induction 2)</i>
<i>Thursday 19 June</i>	<i>Licensing and Regulation Committee</i>
<i>Monday 23 June</i>	<i>Standards Committee</i>
<i>Tuesday 24 June</i>	<i>Councillor Training (Code of Conduct)</i>
<i>Wednesday 25 June</i>	<i>Winchester Town Forum</i>
<i>Thursday 26 June</i>	<i>Cabinet (Housing) Committee</i>
<i>Thursday 26 June</i>	<i>Audit Committee</i>
<i>Tuesday 1 July</i>	<i>Councillor Training (Overview and Scrutiny)</i>
<i>Wednesday 2 July</i>	<i>Cabinet</i>
<i>Monday 7 July</i>	<i>The Overview and Scrutiny Committee</i>
<i>Tuesday 8 July</i>	<i>Personnel Committee</i>
<i>Thursday 10 July</i>	<i>Planning Development Control Committee</i>
<i>Wednesday 16 July</i>	<u>COUNCIL</u>
<i>Thursday 21 August</i>	<i>Planning Development Control Committee</i>
<b>Monday 25 August</b>	<b>Bank Holiday</b>
<i>Tuesday 9 September</i>	<i>Councillor Training (Subject TBA)</i>
<i>Wednesday 10 September</i>	<i>Cabinet</i>
<i>Monday 15 September</i>	<i>The Overview &amp; Scrutiny Committee</i>

Tuesday 16 September	Councillor Training (Audit Committee)
Thursday 18 September	Planning Development Control Committee
Monday 22 September	Personnel Committee
Wednesday 24 September	Winchester Town Forum
Thursday 25 September	Audit Committee
Monday 29 September	Standards Committee
Wednesday 1 October	Cabinet (Housing) Committee
Wednesday 8 October	Planning Development Control Committee – Informal Meeting
Thursday 9 October	Licensing & Regulation Committee
Friday 10 October	Planning District Coach Tour
Sunday 12 October	Law Sunday
Thursday 16 October	Planning Development Control Committee
Wednesday 22 October	Cabinet
Monday 27 October	The Overview and Scrutiny Committee
Thursday 6 November	COUNCIL
Sunday 9 November	Remembrance Sunday
Thursday 13 November	Planning Development Control Committee
Wednesday 19 November	Winchester Town Forum
Monday 24 November	Personnel Committee
Tuesday 25 November	Councillor Training (Subject TBA)
Wednesday 26 November	Cabinet (Housing) Committee
Thursday 27 November	Licensing and Regulation Committee
Monday 1 December	Standards Committee
Wednesday 3 December	Cabinet
Thursday 4 December	Audit Committee
Monday 8 December	The Overview and Scrutiny Committee
Thursday 11 December	Planning Development Control Committee
<b>Thursday 25 December</b>	<b>Christmas Day</b>
<b>Friday 26 December</b>	<b>Boxing Day</b>

### DATE 2015

<b>Thursday 1 January</b>	<b>New Years Day</b>
Wednesday 7 January	<u>COUNCIL (PRE-BUDGET)</u>
Thursday 8 January	Planning Development Control Committee
Monday 12 January	Personnel Committee
Tuesday 13 January	Councillor Training (Treasury Management)
Wednesday 14 January	Cabinet
Thursday 15 January	Licensing and Regulation Committee
Monday 19 January	The Overview & Scrutiny Committee
Wednesday 21 January	Winchester Town Forum
Monday 26 January	Standards Committee
Wednesday 4 February	Cabinet (Housing) Committee
Thursday 5 February	Planning Development Control Committee
Wednesday 11 February	Cabinet
Monday 16 February	The Overview and Scrutiny Committee
Thursday 19 February	<u>COUNCIL (BUDGET SETTING)</u>

Thursday 5 March	Planning Development Control Committee
Monday 9 March	Personnel Committee
Wednesday 11 March	Winchester Town Forum
Thursday 12 March	Audit Committee
Tuesday 17 March	Mayors Awards Evening
Wednesday 18 March	Cabinet
Thursday 19 March	Licensing and Regulation Committee
Monday 23 March	The Overview & Scrutiny Committee
Wednesday 25 March	Cabinet (Housing) Committee
Thursday 26 March	Planning Development Control Committee

Wednesday 1 April

COUNCIL

**Friday 3 April**

**Good Friday**

**Monday 6 April**

**Easter Monday**

Thursday 23 April

Planning Development Control Committee

**Monday 4 May**

**Bank Holiday**

Thursday 7 May

PARLIAMENTARY AND CITY COUNCIL ELECTIONS

Friday 15 May

Dinner in honour of Retiring Mayor

Tuesday 19 May

Informal Council Meeting

Wednesday 20 May

ANNUAL COUNCIL MEETING AND MAYOR MAKING

Thursday 21 May

Cabinet

Sunday 24 May

Mayor's Sunday

**Monday 25 May**

**Bank Holiday**

Tuesday 26 May

Councillor Training (New Councillor Induction 1)

Wednesday 27 May

Councillor Training (Planning Issues)

Thursday 28 May

Planning Development Control Committee

Monday 1 June

The Overview and Scrutiny Committee

Tuesday 2 June

Councillor Training (New Councillor Induction 2)