



**DRAFT PORTFOLIO HOLDER DECISION NOTICE**

**PROPOSED INDIVIDUAL DECISION BY THE LEADER**

**TOPIC – PROPOSED TIMETABLE OF COMMITTEE MEETINGS 2015/16**

**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.

**If you wish to make representation on this proposed Decision please contact the relevant Portfolio Holder and the following Democratic Services Officer by 5.00pm on Tuesday 28 October 2014.**

**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 2015/16 is based on the timetable agreed for 2014/15 (PHD549 refers).
- 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 2016 Council has been moved later to fall outside the Easter school holidays;

- Planning 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 2016 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 Plan) 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.

### **PROPOSED DECISION**

That the Timetable of Meetings for 2015/16 be agreed as set out in Appendix 1.

### **REASON FOR THE PROPOSED 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 PROPOSED 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**

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**

**Councillor Rob Humby – Leader**

**COMMITTEE TIMETABLE OF MEETINGS 15/16**

NB dates in italics all previously agreed

<i>Wednesday 1 April</i>	<u>COUNCIL</u>
<b>Friday 3 April</b>	<b>Good Friday</b>
<b>Monday 6 April</b>	<b>Easter Monday</b>
<i>Wednesday 15 April</i>	Cabinet
<i>Thursday 23 April</i>	Planning Committee
<b>Monday 4 May</b>	<b>Bank Holiday</b>
<i>Thursday 7 May</i>	<u>PARLIAMENTARY AND CITY COUNCIL ELECTIONS</u>
<i>Friday 15 May</i>	Dinner in honour of Retiring Mayor
<i>Tuesday 19 May</i>	Informal Council Meeting
<i>Wednesday 20 May</i>	<u>ANNUAL COUNCIL MEETING AND MAYOR MAKING</u>
<i>Thursday 21 May</i>	Cabinet
<del><i>Sunday 24 May</i></del>	<del>Mayor's Sunday</del>
<b>Monday 25 May</b>	<b>Bank Holiday</b>
<i>Tuesday 26 May</i>	Councillor Training (New Councillor Induction 1)
<i>Wednesday 27 May</i>	Councillor Training (Planning Issues)
<i>Thursday 28 May</i>	Planning Committee
<b>Sunday 31 May</b>	<b>Mayor's Sunday *new date*</b>
<i>Monday 1 June</i>	The Overview and Scrutiny Committee
<i>Tuesday 2 June</i>	Councillor Training (New Councillor Induction 2)
<i>Tuesday 9 June</i>	Councillor Training (Code of Conduct)
<i>Wednesday 10 June</i>	Winchester Town Forum
<i>Monday 15 June</i>	Personnel Committee
<i>Tuesday 16 June</i>	Councillor Training (Subject TBA)
<i>Thursday 18 June</i>	Licensing and Regulation Committee
<i>Monday 22 June</i>	Standards Committee
<i>Tuesday 23 June</i>	Audit Committee
<i>Wednesday 24 June</i>	Cabinet
<i>Thursday 25 June</i>	Planning Committee
<u><i>Tuesday 30 June</i></u>	Cabinet (Housing) Committee
<i>Monday 6 July</i>	The Overview & Scrutiny Committee
<i>Wednesday 15 July</i>	<u>COUNCIL</u>
<i>Thursday 23 July</i>	Planning Committee
<i>Thursday 20 August</i>	Planning Committee
<b>Monday 31 August</b>	<b>Bank Holiday</b>
<i>Wednesday 9 September</i>	Cabinet
<i>Monday 14 September</i>	The Overview & Scrutiny Committee
<i>Tuesday 15 September</i>	Councillor Training (Audit Committee)
<i>Thursday 17 September</i>	Planning Committee
<i>Monday 21 September</i>	Personnel Committee
<i>Wednesday 23 September</i>	Winchester Town Forum
<i>Thursday 24 September</i>	Audit Committee
<i>Monday 28 September</i>	Standards Committee

Wednesday 30 September	Cabinet (Housing) Committee
Thursday 8 October	Planning Committee – Informal Meeting
Thursday 8 October	Licensing & Regulation Committee
Friday 9 October	Planning District Coach Tour
Sunday 11 October	Law Sunday
Thursday 15 October	Planning Committee
Wednesday 21 October	Cabinet
Monday 26 October	The Overview and Scrutiny Committee

Wednesday 4 November COUNCIL

Sunday 8 November	Remembrance Sunday
Thursday 12 November	Planning Committee
Wednesday 18 November	Winchester Town Forum
Monday 23 November	Personnel Committee
Tuesday 24 November	Councillor Training (Subject TBA)
Wednesday 25 November	Cabinet (Housing) Committee
Thursday 26 November	Licensing and Regulation Committee
Monday 30 November	Standards Committee
Wednesday 2 December	Cabinet
Thursday 3 December	Audit Committee
Monday 7 December	The Overview and Scrutiny Committee
Thursday 10 December	Planning Committee
<b>Friday 25 December</b>	<b>Christmas Day</b>
<b>Saturday 26 December</b>	<b>Boxing Day</b>
<b>Monday 28 December</b>	<b>Bank Holiday</b>

### DATE 2016

**Friday 1 January**                      **New Years Day**

Wednesday 6 January              COUNCIL (PRE-BUDGET)

Thursday 7 January	Planning Committee
Monday 11 January	Personnel Committee
Tuesday 12 January	Councillor Training (Treasury Management)
Wednesday 13 January	Cabinet
Thursday 14 January	Licensing and Regulation Committee
Monday 18 January	The Overview & Scrutiny Committee
Wednesday 20 January	Winchester Town Forum
Monday 25 January	Standards Committee
Tuesday 2 February	Councillor Training (TBA)
Wednesday 3 February	Cabinet (Housing) Committee
Thursday 4 February	Planning Committee
Wednesday 10 February	Cabinet
Monday 15 February	The Overview and Scrutiny Committee

Thursday 18 February              COUNCIL (BUDGET SETTING)

Thursday 3 March	Planning Committee
Monday 7 March	Personnel Committee
Wednesday 9 March	Winchester Town Forum
Thursday 10 March	Audit Committee
Wednesday 16 March	Cabinet

Thursday 17 March	Licensing and Regulation Committee
Monday 21 March	The Overview & Scrutiny Committee
Wednesday 23 March	Cabinet (Housing) Committee
Thursday 24 March	Planning Committee
<b>Friday 25 March</b>	<b>Good Friday</b>
<b>Monday 28 March</b>	<b>Easter Monday</b>
Wednesday 13 April	<u>COUNCIL</u>
Wednesday 20 April	Cabinet ( <i>if required</i> )
Thursday 21 April	Planning Committee
<b>Monday 2 May</b>	<b>Bank Holiday</b>
Thursday 5 May	<u>CITY COUNCIL ELECTIONS</u>
Friday 13 May	Dinner in honour of Retiring Mayor
Tuesday 17 May	Informal Council Meeting
Wednesday 18 May	<u>ANNUAL COUNCIL MEETING AND MAYOR MAKING</u>
<u>Thursday</u> 19 May	Cabinet
Sunday 22 May	Mayor's Sunday
Monday 23 May	The Overview and Scrutiny Committee
Tuesday 24 May	Councillor Training (New Councillor Induction 1)
Wednesday 25 May	Councillor Training (Planning Issues)
Thursday 26 May	Planning Committee
<b>Monday 30 May</b>	<b>Bank Holiday</b>
Tuesday 31 May	Councillor Training (New Councillor Induction 2)

2015/16 meetings arranged by CommitteeCOUNCIL (Wednesday\* at 7pm)

2015: 1 April; Tue 19 May (Informal); 20 May; 15 July; 4 November  
 2016: 6 January; Thur 18 February; 13 April

CABINET (Wednesday\* at 10am)

2015: 15 Apr; Thur 21 May; 24 June; 9 Sept; 21 Oct; 2 Dec  
 2016: 13 Jan; 10 Feb; 16 Mar; 20 Apr; 19 May

THE OVERVIEW AND SCRUTINY COMMITTEE (Monday at 6.30pm)

2015: 1 June; 6 Jul; 14 Sept; 26 Oct; 7 Dec  
 2016: 18 Jan; 15 Feb; 21 Mar; 23 May

PLANNING COMMITTEE (Thursday at 9.30am)

2015: 23 Apr; 28 May; 25 Jun; 23 Jul; 20 Aug; 17 Sept; 15 Oct; 12 Nov; 10 Dec  
 2016: 7 Jan; 4 Feb; 3 Mar; 24 Mar; 21 Apr

CABINET (HOUSING) COMMITTEE (Wednesday\* at 10am)

2015: Tue 30 Jun; 30 Sept; 25 Nov  
 2016: 3 Feb; 23 Mar

AUDIT COMMITTEE (Thursdays at 6.30pm)

2015: 23 Jun; 24 Sept; 3 Dec  
 2016: 10 Mar

WINCHESTER TOWN FORUM (Wednesday at 6.30pm)

2015: 10 Jun; 23 Sept; 18 Nov  
 2016: 20 Jan; 9 Mar

PERSONNEL COMMITTEE (Mondays at 6.30pm)

2015: 15 Jun; 21 Sept; 23 Nov  
 2016: 11 Jan; 7 Mar

LICENSING & REGULATION COMMITTEE (Thursday at 6.30pm)

2015: 18 Jun; 8 Oct; 26 Nov  
 2016: 14 Jan; 17 Mar

STANDARDS COMMITTEE (Monday at 6.15pm)

2015: 22 Jun; 28 Sept; 30 Nov  
 2016: 25 Jan

\*except where stated