



# Winchester

City Council

## PORTFOLIO HOLDER DECISION NOTICE

### INDIVIDUAL DECISION BY THE LEADER

### TOPIC – PROPOSED TIMETABLE OF COMMITTEE MEETINGS 2017/18

### 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 Head of Legal and Democratic Services, 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

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

### SUMMARY

- The attached timetable for 2017/18 is based on the timetable agreed for 2016/17 (PHD651 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). Special meetings of Cabinet will be arranged as required (for information, six special meetings were held in 15/16 and one special meeting has been arranged so far for 16/17);
  - The Overview & Scrutiny Committee has, wherever possible, been scheduled to meet on a Monday following a Cabinet meeting. An additional meeting of The Overview & Scrutiny Committee has been scheduled for November 2017 at the Chair's request. Special meetings of The Overview and Scrutiny Committee are also arranged as required (for information four special meetings were held in 15/16 and two special meetings have been arranged so far for 16/17);

- Planning Committee will continue to meet on one full day (usually a Thursday) and usually every four weeks, commencing at 9.30am. To avoid Planning Committee meeting on the day following full Council, some dates have been amended for 2017/18 (resulting in a five week gap between meetings at times). In addition, the October 2017 Committee date has been moved to Tuesday 17 October 2017 as there are no suitable Guildhall rooms available on the Thursday that week.
- Where possible, full Council meetings have been scheduled to avoid County Council school holidays and political party conferences (where dates available for the latter). The February budget meetings also have to tie in with the County Council budget setting. To avoid the Easter holiday fortnight (which is from 30 March to 13 April 2018), the April 2018 Council meeting is proposed for **Monday** 16 April 2018 (change of day from the Wednesday proposed to increase the period of time between the meeting and the May election).
- At Members' request, an additional Council meeting has been scheduled for Wednesday 27 September 2017 as a provisional date, if required.
- there are no direct clashes of meetings.
- Quarterly meetings of Cabinet (Major Projects) Committee have been arranged. Meetings of the Cabinet (Traffic and Parking) Committee and Cabinet (Local Plan) Committee will continue to be arranged on an ad-hoc basis. Licensing & Regulation Sub-Committee meetings are also arranged on an ad hoc basis.
- Where possible, 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 both the Informal Policy Groups (IPGs) and Informal Scrutiny Groups (ISG) have all met at different times of the day. It is proposed that the arrangement whereby each Group sets its own timetable continues and so there are no timetabled dates included within the published timetable.

## **DECISION**

That the Timetable of Meetings for 2017/18 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**

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: 11.11.16

Councillor Stephen Godfrey – Leader

Appendix: Proposed Timetable of Committee Meetings 2017/18

**COMMITTEE TIMETABLE OF MEETINGS 2017/18**2017NB dates in italics all previously agreed.

<i>Wednesday 5 April</i>	<u>COUNCIL</u>
<b>Friday 14 April</b>	<b>Good Friday</b>
<b>Monday 17 April</b>	<b>Easter Monday</b>
<i>Wednesday 26 April</i>	<i>Cabinet (if required)</i>
<i>Thursday 27 April</i>	<i>Planning Committee</i>
<b>Monday 1 May</b>	<b>Bank Holiday</b>
<i>Thursday 4 May</i>	<u>COUNTY COUNCIL ELECTIONS</u>
<i>Friday 12 May</i>	<i>Dinner in honour of Retiring Mayor</i>
<i>Tuesday 16 May</i>	<i>Informal Council Meeting</i>
<i>Wednesday 17 May</i>	<u>ANNUAL COUNCIL MEETING AND MAYOR MAKING</u>
<i>Thursday 18 May</i>	<i>Cabinet</i>
<i>Sunday 21 May</i>	<i>Mayor's Sunday</i>
<i>Monday 22 May</i>	<i>The Overview and Scrutiny Committee</i>
<i>Wednesday 24 May</i>	<i>Councillor Training (Planning Issues)</i>
<i>Thursday 25 May</i>	<i>Planning Committee</i>
<b>Monday 29 May</b>	<b>Bank Holiday</b>
<i>Tuesday 6 June</i>	<i>Councillor Training (Code of Conduct)</i>
<i>Wednesday 7 June</i>	<i>Cabinet</i>
<i>Thursday 8 June</i>	<i>Winchester Town Forum</i>
<i>Monday 12 June</i>	<i>The Overview and Scrutiny Committee</i>
<i>Tuesday 13 June</i>	<i>Councillor Training (TBA)</i>
<i>Thursday 15 June</i>	<i>Licensing and Regulation Committee</i>
<i>Monday 19 June</i>	<i>Personnel Committee</i>
<i>Tuesday 20 June</i>	<i>Cabinet (Major Projects) Committee</i>
<i>Thursday 22 June</i>	<i>Planning Committee</i>
<i>Monday 26 June</i>	<i>Standards Committee</i>
<i>Wednesday 28 June</i>	<i>Cabinet (Housing) Committee</i>
<i>Thursday 29 June</i>	<i>Audit Committee</i>
<i>Wednesday 5 July</i>	<i>Cabinet</i>
<i>Monday 10 July</i>	<i>The Overview &amp; Scrutiny Committee</i>
<i>Wednesday 19 July</i>	<u>COUNCIL</u>
<i>Thursday 27 July</i>	<i>Planning Committee</i>
<i>Thursday 24 August</i>	<i>Planning Committee</i>
<b>Monday 28 August</b>	<b>Bank Holiday</b>
<i>Wednesday 6 September</i>	<i>Cabinet</i>
<i>Monday 11 September</i>	<i>The Overview &amp; Scrutiny Committee</i>

Tuesday 12 September	Councillor Training (Audit Committee)
Thursday 14 September	Licensing & Regulation Committee
Tuesday 19 September	Cabinet (Major Projects) Committee
Wednesday 20 September	Winchester Town Forum
Thursday 21 September	Planning Committee
Monday 25 September	Personnel Committee
Wednesday 27 September	<u>COUNCIL</u> ( <i>PROVISIONAL DATE IF REQUIRED</i> )
Thursday 28 September	Audit Committee
Wednesday 4 October	Cabinet (Housing) Committee
Thursday 5 October	Planning Committee – Informal Meeting
Friday 6 October	Planning District Coach Tour
Sunday 8 October	Law Sunday
Monday 9 October	Standards Committee
Monday 16 October	The Overview and Scrutiny Committee
<u>Tuesday</u> 17 October	Planning Committee
Wednesday 18 October	Cabinet
Wednesday 1 November	<u>COUNCIL</u>
Sunday 12 November	Remembrance Sunday
Monday 13 November	The Overview and Scrutiny Committee
Wednesday 15 November	Winchester Town Forum
Thursday 16 November	Planning Committee
Monday 20 November	Personnel Committee
Tuesday 21 November	Councillor Training (Subject TBA)
Wednesday 22 November	Cabinet (Housing) Committee
Tuesday 28 November	Cabinet (Major Projects) Committee
Thursday 30 November	Licensing and Regulation Committee
Wednesday 6 December	Cabinet
Thursday 7 December	Audit Committee
Monday 11 December	The Overview and Scrutiny Committee
Thursday 14 December	Planning Committee
<b>Monday 25 December</b>	<b>Christmas Day</b>
<b>Tuesday 26 December</b>	<b>Boxing Day</b>

**DATE 2018**

<b>Monday 1 January</b>	<b>New Years Day</b>
Wednesday 10 January	<u>COUNCIL (PRE-BUDGET)</u>
Monday 15 January	Personnel Committee
Tuesday 16 January	Councillor Training (Treasury Management)
Wednesday 17 January	Cabinet
Thursday 18 January	Planning Committee
Monday 22 January	The Overview & Scrutiny Committee
Wednesday 24 January	Winchester Town Forum
Monday 29 January	Standards Committee

Tuesday 30 January	Councillor Training (TBA)
Wednesday 31 January	Cabinet (Housing) Committee
Wednesday 7 February	Cabinet
Monday 12 February	The Overview and Scrutiny Committee
Thursday 15 February	Planning Committee
<u>Thursday 22 February</u>	<u>COUNCIL (BUDGET SETTING)</u>
Monday 5 March	Personnel Committee
Tuesday 6 March	Cabinet (Major Projects) Committee
Wednesday 7 March	Licensing and Regulation Committee
Thursday 8 March	Audit Committee
Wednesday 14 March	Cabinet
Thursday 15 March	Planning Committee
Monday 19 March	The Overview & Scrutiny Committee
Wednesday 21 March	Cabinet (Housing) Committee
Wednesday 28 March	Winchester Town Forum
<b>Friday 30 March</b>	<b>Good Friday</b>
<b>Monday 2 April</b>	<b>Easter Monday</b>
Monday 16 April	<u>COUNCIL</u>
Thursday 19 April	Planning Committee
Wednesday 25 April	Cabinet (if required)
Thursday 3 May	<u>CITY COUNCIL ELECTIONS</u>
<b>Monday 7 May</b>	<b>Bank Holiday</b>
Friday 11 May	Dinner in honour of Retiring Mayor
Tuesday 15 May	Informal Council Meeting
Wednesday 16 May	<u>ANNUAL COUNCIL MEETING AND MAYOR MAKING</u>
<u>Thursday 17 May</u>	Cabinet
Sunday 20 May	Mayor's Sunday
Monday 21 May	The Overview and Scrutiny Committee
Tuesday 22 May	Councillor Training (New Councillor Induction 1)
Wednesday 23 May	Councillor Training (Planning Issues)
Thursday 24 May	Planning Committee
<b>Monday 28 May</b>	<b>Bank Holiday</b>
Thursday 31 May	Audit Committee
Tuesday 5 June	Councillor Training (New Councillor Induction 2)

**2017/18 meetings arranged by Committee****COUNCIL (Wednesday\* at 7pm)**

2017: 5 April; Tue 16 May (Informal); 17 May; 19 July; 27 September; 1 November  
2018: 10 January; Thur 22 February; 11 April

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

2017: 26 Apr; Thur 18 May; 7 June; 5 July; 6 Sept; 18 Oct; 6 Dec  
2018: 17 Jan; 7 Feb; 14 Mar; 25 Apr; Thur 17 May

**THE OVERVIEW AND SCRUTINY COMMITTEE (Monday at 6.30pm)**

2017: 12 June; 10 Jul; 11 Sept; 16 Oct; 11 Dec  
2018: 22 Jan; 12 Feb; 19 Mar; 21 May

**PLANNING COMMITTEE (Thursday\* at 9.30am)**

2017: 27 Apr; 25 May; 22 Jun; 27 Jul; 24 Aug; 21 Sept; Tue 17 Oct; 16 Nov; 14 Dec  
2018: 18 Jan; 15 Feb; 15 Mar; 19 Apr

**CABINET (HOUSING) COMMITTEE (Wednesday at 4pm)**

2017: 28 Jun; 4 Oct; 22 Nov  
2018: 31 Jan; 21 Mar

**AUDIT COMMITTEE (Thursdays at 6.30pm)**

2017: 29 Jun; 28 Sept; 7 Dec  
2018: 8 Mar; 31 May

**WINCHESTER TOWN FORUM (Wednesday\* at 6.30pm)**

2017: \*Thur 8 Jun; 20 Sept; 15 Nov  
2018: 24 Jan; 15 Mar

**PERSONNEL COMMITTEE (Mondays at 6.30pm)**

2017: 19 Jun; 25 Sept; 20 Nov  
2018: 15 Jan; 5 Mar

**LICENSING & REGULATION COMMITTEE (Thursday\* at 6.30pm)**

2017: 15 Jun; 14 Sept; 30 Nov  
2018: \*Wed 8 Mar

STANDARDS COMMITTEE (Monday at 6.30pm)

2017: 26 Jun; 9 Oct

2018: 29 Jan

CABINET (MAJOR PROJECTS) COMMITTEE (Tuesday at 4.00pm)

2017: 20 Jun; 19 Sept; 28 Nov

2018: 6 Mar

*\*except where stated*