

CABINET

19 May 2004

PROGRAMME OF CABINET MEETINGS 2004/05

REPORT OF CITY SECRETARY AND SOLICITOR

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RECENT REFERENCES:

CAB743 - Timetable of Meetings 2004/05 – Cabinet 18 November 2003

CAB1156 – Developing Cabinet Member Roles and Responsibilities – Cabinet 3 March 2004

EXECUTIVE SUMMARY:

Cabinet approved the 2004/05 timetable on 18 November 2003. In that timetable, Cabinet is scheduled to meet approximately once every two weeks, giving an annual total of 22 meetings.

Cabinet subsequently agreed (on 3 March 2004) that its meetings should be reduced to approximately one every four weeks and the revised timetable (attached as Appendix 1) sets out how this could be achieved.

As Members may recall from CAB 743, there are a considerable number of constraints which affect the scheduling of meetings and the following extract from that report is particularly relevant here:-

“The change to allow PDC Committee to meet on two afternoons each month has effectively removed 12 Wednesday evenings from the annual calendar, which would previously have been available for Committee meetings (because it cannot be guaranteed that PDC will finish by 6.30pm). It also means that Cabinet cannot meet on the same Wednesday as PDC, because it could be a very long day for those Members who serve on both bodies.”

The placement of Cabinet within each cycle is particularly important when trying to ensure a sensible flow of business from both committees to Cabinet, and from Cabinet to Council. The Appendix highlights the Cabinet meetings to be deleted and retained, together with comments where appropriate. One new date is suggested for Cabinet and one re-arranged date for Central Services PIC - brought forward from 13/12 to 2/12 to allow more time for budget comments to Cabinet on 15/12. Apart from that, no other committee dates in the Appendix have been changed from the approved timetable.

If the Appendix is agreed, Cabinet will have 12 scheduled meetings in 2004/05.

RECOMMENDATION:

That the programme of Cabinet meetings for 2004/05, as set out in Appendix 1 to this report, be approved.

OTHER CONSIDERATIONS:

1 CORPORATE STRATEGY (RELEVANCE TO):

1.1 None

2 RESOURCE IMPLICATIONS:

2.1 Fewer meetings would mean a reduction in Guildhall room hire and refreshment costs

BACKGROUND DOCUMENTS:

None

APPENDICES:

Appendix 1 – Revised Timetable of Meetings 2004/05

WINCHESTER CITY COUNCIL

(REVISED) TIMETABLE OF MEETINGS 2004/05

Date 2004

Monday 17 May	Standards Committee
Tuesday 18 May	Winchester Town Forum (Councillor meeting)
Wednesday 19 May	Cabinet
Monday 24 May	Principal Scrutiny Committee
Tuesday 25 May	Licensing and Regulation Committee
Wednesday 26 May	Planning Development Control Committee
Thursday 27 May	Planning Development Control Committee
Monday 31 May	Bank Holiday
Thursday 10 June	<u>CITY COUNCIL AND EUROPEAN PARLIAMENT ELECTIONS</u>
Friday 18 June	Dinner in Honour of Retiring Mayor (for information)
Tuesday 22 June	Informal Council Meeting
Wednesday 23 June	<u>ANNUAL COUNCIL MEETING AND MAYOR MAKING</u>
Thursday 24 June	Cabinet – retain
Sunday 27 June	Mayor's Sunday (for information)
Monday 28 June	Planning Development Control Committee
Tuesday 29 June	Planning Development Control Committee
Tuesday 29 June	Councillor Training (New Councillor Induction)
Wednesday 30 June	<u>COUNCIL – Special Meeting</u>
Thursday 1 July	Community, Arts and Social Performance Improvement Committee
Monday 5 July	Councillor Training (New Councillor Induction)
Tuesday 6 July	Principal Scrutiny Committee
Wednesday 7 July	Cabinet – retain as only meeting in this short cycle
Wednesday 7 July	Health Performance Improvement Committee
Thursday 8 July	Licensing and Regulation Committee
Monday 12 July	Environment and Access Performance Improvement Committee
Tuesday 13 July	Housing Performance Improvement Committee
Wednesday 14 July	Central Services Performance Improvement Committee
Thursday 15 July	Personnel Committee
Wednesday 21 July	<u>COUNCIL</u>
Monday 26 July	Winchester Town Forum (Councillor Meeting)
Tuesday 27 July	Cabinet – retain as no other Cabinet before recess
Wednesday 28 July	Planning Development Control Committee

Thursday 29 July	Planning Development Control Committee
Wednesday 4 August	Statement of Accounts Committee
Wednesday 11 August	Cabinet – delete
Monday 30 August	Bank Holiday
Wednesday 1 September	Cabinet – delete
Monday 6 September	Personnel Committee
Tuesday 7 September	Licensing & Regulation Committee
Wednesday 8 September	Planning Development Control Committee
Thursday 9 September	Planning Development Control Committee
Tuesday 14 September	Winchester Town Forum (Councillor meeting)
Wednesday 15 September	Cabinet – retain
Monday 20 September	Standards Committee
Monday 27 September	Principal Scrutiny Committee
Tuesday 28 September	Councillor Training
Wednesday 29 September	Cabinet - delete
Tuesday 5 October	Licensing & Regulation Committee
Wednesday 6 October	Planning Development Control Committee
Thursday 7 October	Planning Development Control Committee
Wednesday 13 October	Cabinet - retain
Monday 18 October	Community, Arts & Social Performance Improvement Ctte
Tuesday 19 October	Health Performance Improvement Committee
Wednesday 20 October	Environment & Access Performance Improvement Ctte
Monday 25 October	Central Services Performance Improvement Committee
Wednesday 3 November	<u>COUNCIL</u>
Monday 8 November	Principal Scrutiny Committee
Tuesday 9 November	Housing Performance Improvement Committee
Wednesday 10 November	Planning Development Control Committee
Thursday 11 November	Planning Development Control Committee
Monday 15 November	Personnel Committee
Tuesday 16 November	Licensing and Regulation Committee
Wednesday 17 November	Cabinet – retain
Monday 22 November	Standards Committee
Tuesday 23 November	Councillor Training
Wednesday 24 November	Winchester Town Forum (Councillor Meeting)
Monday 29 November	Community, Arts & Social Performance Improvement Ctte
Tuesday 30 November	Health Performance Improvement Committee
Wednesday 1 December	Cabinet - delete
Wednesday 1 December	Environment & Access Performance Improvement Ctte
Thursday 2 December	Central Services Performance Improvement Ctte <u>new date</u>
Monday 6 December	Principal Scrutiny Committee
Tuesday 7 December	Housing Performance Improvement Committee
Wednesday 8 December	Planning Development Control Committee
Thursday 9 December	Planning Development Control Committee
Tuesday 14 December	Licensing and Regulation Committee
Wednesday 15 December	Cabinet – retain

Date 2005

Wednesday 5 January

COUNCIL

Monday 10 January

Principal Scrutiny Committee

Tuesday 11 January

Licensing & Regulation Committee

Wednesday 12 January

Planning Development Control Committee

Thursday 13 January

Planning Development Control Committee

Monday 17 January

Personnel Committee

Tuesday 18 January

Community, Arts & Social Performance Improvement Cttee

Wednesday 19 January

Cabinet – **retain**

Wednesday 19 January

Health Performance Improvement Committee

Thursday 20 January

Environment & Access Performance Improvement Cttee

Monday 24 January

Housing Performance Improvement Committee

Tuesday 25 January

Central Services Performance Improvement Committee

Thursday 27 January

Winchester Town Forum (Councillor meeting)

Monday 7 February

Standards Committee

Wednesday 2 February

Cabinet – **delete as only a fortnight since last meeting and preferable to meet a week later for tax setting purposes**

Tuesday 8 February

Cabinet – **new date as the tax setting Cabinet prior to Council**

Tuesday 8 February

Licensing and Regulation Committee

Wednesday 9 February

Planning Development Control Committee

Thursday 10 February

Planning Development Control Committee

Monday 14 February

Principal Scrutiny Committee

Thursday 24 February

COUNCIL

Wednesday 2 March

Cabinet - **retain**

Thursday 3 March

Winchester Town Forum (Councillor Meeting)

Monday 7 March

Personnel Committee

Tuesday 8 March

Community, Arts & Social Performance Improvement Cttee

Wednesday 9 March

Planning Development Control Committee

Thursday 10 March

Planning Development Control Committee

Monday 14 March

Health Performance Improvement Cttee

Tuesday 15 March

Licensing and Regulation Committee

Wednesday 16 March

Cabinet - **delete**

Wednesday 16 March

Environment and Access Performance Improvement ommittee

Thursday 17 March

Housing Performance Improvement Committee

Monday 21 March

Standards Committee

Tuesday 22 March

Central Services Performance Improvement Committee

Wednesday 23 March

Winchester Town Forum (Councillor meeting)

Friday 25 March

Good Friday

Monday 28 March

Easter Monday

Tuesday 29 March

Principal Scrutiny Committee

Wednesday 30 March

Cabinet – **retain**

Wednesday 6 April

Planning Development Control Committee

Thursday 7 April

Planning Development Control Committee

Wednesday 13 April

COUNCIL

Wednesday 20 April

Cabinet – **retain**

Wednesday 27 April

Planning Development Control Committee

Thursday 28 April	Planning Development Control Committee
Monday 2 May	Bank Holiday
Thursday 5 May	<u>COUNTY COUNCIL ELECTIONS</u>
Friday 13 May	Dinner in honour of Retiring Mayor (for information)
Tuesday 17 May	Informal Council Meeting
Wednesday 18 May	<u>ANNUAL COUNCIL MEETING AND MAYOR MAKING</u>
Thursday 19 May	Cabinet
Sunday 22 May	Mayor's Sunday (for information)
Monday 23 May	Councillor Training (New Councillor Induction)
Wednesday 25 May	Cabinet
