

CABINET

13 October 2004

PROPOSED TIMETABLE OF MEETINGS 2005/06

REPORT OF CITY SECRETARY AND SOLICITOR

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RECENT REFERENCES:

None.

EXECUTIVE SUMMARY:

Attached as Appendix 1 is the proposed timetable of meetings for the next Municipal Year.

In compiling the timetable the following assumptions have been made:-

- (a) that Cabinet will continue to meet monthly for most of the year and in the morning.
- (b) that Planning Development Control (PDC) Committee will meet on two consecutive days each month commencing at 2pm. This is the arrangement favoured by the Committee as an alternative to the one whole day meeting each month.
- (c) that the five Performance Improvement Committees will each continue to meet five times per year in the evenings.
- (d) five meetings of the Winchester Town Forum (Councillor meetings) have been scheduled.
- (e) the additional meetings of Principal Scrutiny and Licensing & Regulation Committees have been retained, giving 8 and 10 each respectively during the course of the year.
- (f) it should be noted that the attached timetable proposes a change in the date of Cabinet scheduled for May 2005 and published in the current 2004/05 timetable (date of 25 May moved to 1 June 2005 to enable PDC to meet on 25 and 26 May 2005). This change maintains the 4 week cycle for PDC.

In addition to a number of requests and comments which Members have made regarding the planning of the next timetable, there are also statutory and budgetary considerations, as well as pre-existing Guildhall bookings, all of which constrain the 'perfect' timing of meetings.

However, the attached timetable has achieved the following:-

- (g) Council meetings have been scheduled to avoid HCC school holidays and political party conferences.
- (h) Where possible, bodies are scheduled to meet on the same day of the week.
- (i) There are no direct clashes of meetings.
- (j) 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 from those Members who serve on both bodies.
- (k) The Statement of Accounts Committee has been scheduled for 19 July 2005.
- (l) A provisional date for a Special Council meeting has been scheduled for 29 June 2005. This is to enable the Council's Performance Plan to be agreed should this be required at this time.
- (m) The five Performance Improvement Committees (PICs) have been scheduled so that quarterly financial outturn and related information is available for each meeting. This means that the PICs do not meet in time to have all five sets of minutes in one Council Minute Book. However, as one of the main objects of these meetings is to effectively monitor budgetary performance, this can best be achieved if the bodies are not required to adhere strictly to the 'usual' Committee timetable.
- (n) At the request of some Members of the Committee, Licensing & Regulation Committees have been arranged to avoid meeting on a Monday or Wednesday. The transitional period for Licensing, when the Council will be dealing with conversion applications, as well as normal Public Entertainment Licences, will be from February 2005 to around November 2005. It will be necessary to arrange additional Licensing & Regulation Committees for this period once further details are known.

**RECOMMENDATION:**

That the Timetable of Meetings for 2005/06 be approved

OTHER CONSIDERATIONS:

1 CORPORATE STRATEGY (RELEVANCE TO):

1.1 The Council to be more open and democratic in its work.

2 RESOURCE IMPLICATIONS:

2.1 The proposed number of scheduled meetings is approximately the same as in recent years and therefore, in that respect, there are no significant additional resource implications. However, the number of task and finish ad hoc bodies and informal working groups have been maintained during 2004 and this is likely to have a financial impact if the number of meetings increase. In addition, the changes under the Licensing Act 2003 are likely to have a similar impact but the transitional budget is likely to cover these costs.

BACKGROUND DOCUMENTS:

None

APPENDICES:

Appendix 1 – Proposed Timetable of Meetings 2005/06

**WINCHESTER CITY COUNCIL****TIMETABLE OF MEETINGS 2005/06****Date 2005**

*NB: meetings in italics are changes to the published 2004/05 timetable.*

Tuesday 15 March	Licensing and Regulation Committee
Wednesday 16 March	Environment and Access Performance Improvement Committee
Thursday 17 March	Housing Performance Improvement Committee
Monday 21 March	Standards Committee
Tuesday 22 March	Central Services Performance Improvement Committee
Wednesday 23 March	Cabinet
Wednesday 23 March	Winchester Town Forum (Councillor meeting)
Friday 25 March	<b>Good Friday</b>
Monday 28 March	<b>Easter Monday</b>
Tuesday 29 March	Principal Scrutiny Committee
Wednesday 6 April	Planning Development Control Committee
Thursday 7 April	Planning Development Control Committee
Wednesday 13 April	<b><u>COUNCIL</u></b>
Wednesday 20 April	Cabinet
<i>Thursday 21 April</i>	<i>Licensing and Regulation Committee</i>
Wednesday 27 April	Planning Development Control Committee
Thursday 28 April	Planning Development Control Committee
Monday 2 May	<b>Bank Holiday</b>
Thursday 5 May	<b><u>COUNTY COUNCIL ELECTIONS</u></b>
Friday 13 May	Dinner in honour of Retiring Mayor (for information)
Tuesday 17 May	Informal Council Meeting
Wednesday 18 May	<b><u>ANNUAL COUNCIL MEETING AND MAYOR MAKING</u></b>
Thursday 19 May	Cabinet
Sunday 22 May	Mayor's Sunday (for information)
Monday 23 May	Councillor Training
<i>Wednesday 25 May</i>	<i>Planning Development Control Committee</i>
<i>Thursday 26 May</i>	<i>Planning Development Control Committee</i>
Monday 30 May	<b>Bank Holiday</b>
Tuesday 31 May	Councillor Training
<i>Wednesday 1 June</i>	<i>Cabinet</i>
Thursday 2 June	Licensing and Regulation Committee
Monday 6 June	Principal Scrutiny Committee
Thursday 9 June	Winchester Town Forum (Councillor meeting)
Monday 13 June	Standards Committee
Monday 20 June	Personnel Committee
Wednesday 22 June	Planning Development Control Committee
Thursday 23 June	Planning Development Control Committee
Wednesday 29 June	Cabinet

Wednesday 29 June	<u>COUNCIL – SPECIAL MEETING</u> (provisional date in case required for Performance Plan)
Thursday 7 July	Licensing and Regulation Committee
Monday 11 July	Principal Scrutiny Committee
Wednesday 13 July	Community, Arts and Social Performance Improvement Committee
Thursday 14 July	Health Performance Improvement Committee
Monday 18 July	Environment and Access Performance Improvement Committee
Tuesday 19 July	Statement of Accounts Committee
Wednesday 20 July	<u>COUNCIL</u>
Thursday 21 July	Housing Performance Improvement Committee
Monday 25 July	Central Services Performance Improvement Committee
Tuesday 26 July	Cabinet
Wednesday 27 July	Planning Development Control Committee
Thursday 28 July	Planning Development Control Committee
Monday 29 August	<b>Bank Holiday</b>
Tuesday 6 September	Licensing & Regulation Committee
Wednesday 7 September	Planning Development Control Committee
Thursday 8 September	Planning Development Control Committee
Monday 12 September	Principal Scrutiny Committee
Wednesday 14 September	Cabinet
Monday 19 September	Standards Committee
Monday 26 September	Personnel Committee
Tuesday 27 September	Councillor Training
Tuesday 4 October	Licensing & Regulation Committee
Wednesday 5 October	Planning Development Control Committee
Thursday 6 October	Planning Development Control Committee
Sunday 9 October	Law Sunday (for information)
Wednesday 12 October	Cabinet
Thursday 13 October	Winchester Town Forum (Councillor Meeting)
Monday 17 October	Principal Scrutiny Committee
Tuesday 18 October	Community, Arts & Social Performance Improvement Ctte
Thursday 20 October	Health Performance Improvement Committee
Monday 24 October	Environment & Access Performance Improvement Ctte
Tuesday 25 October	Central Services Performance Improvement Committee
Wednesday 2 November	<u>COUNCIL</u>
Tuesday 8 November	Housing Performance Improvement Committee
Wednesday 9 November	Planning Development Control Committee
Thursday 10 November	Planning Development Control Committee
Sunday 13 November	Remembrance Sunday (for information)
Monday 14 November	Personnel Committee
Tuesday 15 November	Licensing and Regulation Committee
Wednesday 16 November	Cabinet
Monday 21 November	Standards Committee
Tuesday 22 November	Councillor Training
Wednesday 23 November	Winchester Town Forum (Councillor Meeting)

Monday 28 November	Community, Arts & Social Performance Improvement Ctte
Tuesday 29 November	Health Performance Improvement Committee
Wednesday 30 November	Environment & Access Performance Improvement Ctte
Thursday 1 December	Central Services Performance Improvement Ctte
Monday 5 December	Principal Scrutiny Committee
Tuesday 6 December	Housing Performance Improvement Committee
Wednesday 7 December	Planning Development Control Committee
Thursday 8 December	Planning Development Control Committee
Tuesday 13 December	Licensing and Regulation Committee
Wednesday 14 December	Cabinet

### **Date 2006**

Monday 2 January	<b>Bank Holiday</b>
Wednesday 4 January	Planning Development Control Committee
Thursday 5 January	Planning Development Control Committee

Wednesday 11 January	<b><u>COUNCIL</u></b>
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Monday 16 January	Principal Scrutiny Committee
Tuesday 17 January	Licensing & Regulation Committee
Wednesday 18 January	Cabinet
Monday 23 January	Personnel Committee
Tuesday 24 January	Community, Arts & Social Performance Improvement Ctte
Wednesday 25 January	Health Performance Improvement Committee
Thursday 26 January	Environment & Access Performance Improvement Ctte
Monday 30 January	Housing Performance Improvement Committee
Tuesday 31 January	Central Services Performance Improvement Committee
Thursday 2 February	Winchester Town Forum (Councillor meeting)
Monday 6 February	Standards Committee
Tuesday 7 February	Cabinet
Wednesday 8 February	Planning Development Control Committee
Thursday 9 February	Planning Development Control Committee
Monday 13 February	Principal Scrutiny Committee
Tuesday 14 February	Licensing and Regulation Committee

Wednesday 22 February	<b><u>COUNCIL</u></b>
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Wednesday 1 March	Cabinet
Monday 6 March	Personnel Committee
Tuesday 7 March	Community, Arts & Social Performance Improvement Ctte
Wednesday 8 March	Planning Development Control Committee
Thursday 9 March	Planning Development Control Committee
Monday 13 March	Health Performance Improvement Ctte
Tuesday 14 March	Licensing and Regulation Committee
Wednesday 15 March	Environment and Access Performance Improvement Ctte
Thursday 16 March	Housing Performance Improvement Committee
Monday 20 March	Standards Committee
Tuesday 21 March	Central Services Performance Improvement Committee
Wednesday 22 March	Cabinet
Thursday 24 March	Winchester Town Forum (Councillor meeting)
Monday 27 March	Principal Scrutiny Committee

Wednesday 12 April	Planning Development Control Committee
Thursday 13 April	Planning Development Control Committee
Friday 14 April	<b>Good Friday</b>
Monday 17 April	<b>Easter Monday</b>
Wednesday 19 April	<u>COUNCIL</u>
Monday 1 May	<b>Bank Holiday</b>
Thursday 4 May	<u>CITY COUNCIL ELECTIONS</u>
Friday 12 May	Dinner in honour of Retiring Mayor (for information)
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Wednesday 24 May	Planning Development Control Committee
Thursday 25 May	Planning Development Control Committee
Wednesday 31 May	Cabinet