

CABINET

12 October 2005

PROPOSED TIMETABLE OF MEETINGS 2006/07 AND CHANGES TO TIMETABLE FOR 2005/06

REPORT OF CITY SECRETARY AND SOLICITOR

Contact Officer: Nancy Howarth 01962 848235

RECENT REFERENCES:

None.

EXECUTIVE SUMMARY:

Attached as Appendix 1 to this report is the proposed timetable of meetings for the 2006/07 Municipal Year. Appendix 2 sets out the timetable of meetings for the remainder of 2005/06, amended to allow for three-weekly Planning Development Control Committees.

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 one full day every three weeks commencing at 10am. This is the new arrangement likely to be favoured by the Committee as an alternative to two consecutive afternoon meetings each month.
- (c) that the four Scrutiny Panels will each meet five times per year in the evenings, as was the arrangement for the former Performance Improvement Committees.
- (d) five meetings of the Winchester Town Forum (Councillor meetings) have been scheduled.
- (e) the additional meetings of Principal Scrutiny Committee have been retained.

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:-

- (f) full Council meetings have been scheduled to avoid HCC school holidays and political party conferences.
- (g) where possible, bodies are scheduled to meet on the same day of the week.
- (h) there are no direct clashes of meetings.
- (i) the Statement of Accounts Committee has again been brought forward in the calendar to conform with the latest financial regulations and has been scheduled for 27 June 2006.
- (j) a provisional date for a Special Council meeting has been scheduled for 28 June 2006. This is to enable the Council's Performance Plan to be agreed should this be required at this time.
- (k) the four Scrutiny Panels have been scheduled so that quarterly financial outturn and related information is available for each meeting. This means that the Panels 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.
- (l) at the request of some Members of the Committee, Licensing & Regulation Committees have been arranged to avoid meeting on a Monday or Wednesday.

RECOMMENDATION:

1. That the Timetable of Meetings for the 2006/07 Municipal Year be approved.
2. That the amended Timetable of Meetings for the remainder of the 2005/06 Municipal Year be approved.

OTHER CONSIDERATIONS:

CORPORATE STRATEGY (RELEVANCE TO):

To have efficient structures and procedures to provide political leadership to the Council and the District.

RESOURCE IMPLICATIONS:

The proposed number of scheduled meetings is slightly less than in recent years. However, the number of task and finish ad hoc bodies and informal working groups etc have been maintained during 2005, and indications are that similar numbers of such meetings will be held in 2006. This year is also seeing the anticipated increase in Licensing Sub-Committee meetings resulting from the Licensing Act 2003, but that level of activity should decrease significantly in 2006/07, provided extended opening

hours do not generate too many complaints which require further hearings by the Sub Committee. Overall, therefore, any savings in meetings costs are likely to be minimal.

BACKGROUND DOCUMENTS:

None

APPENDICES:

Appendix 1 – Proposed Timetable of Meetings 2006/07

Appendix 2 – Proposed Timetable of Meetings for the remainder of 2005/06 (amended to allow for three-weekly Planning Development Control Committees)

WINCHESTER CITY COUNCIL**TIMETABLE OF MEETINGS 2006/07****Date 2006**

Thursday 4 May	<u>CITY COUNCIL ELECTIONS</u>
Friday 12 May	Dinner in honour of Retiring Mayor (for information)
Tuesday 16 May	Informal Council Meeting
Wednesday 17 May	<u>ANNUAL COUNCIL MEETING AND MAYOR MAKING</u>
Thursday 18 May	Cabinet
Sunday 21 May	Mayor's Sunday (for information)
Monday 22 May	Councillor Training (New Councillor Induction)
Thursday 25 May	Planning Development Control Committee
Monday 29 May	Councillor Training (New Councillor Induction)
Wednesday 31 May	Cabinet
Monday 5 June	Principal Scrutiny Committee
Wednesday 7 June	Winchester Town Forum (Councillor meeting)
Thursday 8 June	Licensing and Regulation Committee
Monday 12 June	Personnel Committee
Tuesday 13 June	Councillor Training
Thursday 15 June	Planning Development Control Committee
Monday 19 June	Standards Committee
Wednesday 21 June	Cabinet
Tuesday 27 June	Statement of Accounts Committee
Wednesday 28 June	<u>COUNCIL – SPECIAL MEETING</u> (provisional date in case required for Performance Plan and Annual Scrutiny Report)
Thursday 6 July	Planning Development Control Committee
Monday 10 July	Principal Scrutiny Committee
Wednesday 12 July	Environment Scrutiny Panel
Thursday 13 July	Local Economy Scrutiny Panel
Monday 17 July	Social Issues Scrutiny Panel
Wednesday 19 July	<u>COUNCIL</u>
Thursday 20 July	Resources Scrutiny Panel
Wednesday 26 July	Cabinet
Thursday 27 July	Planning Development Control Committee
Monday 28 August	Bank Holiday
Thursday 7 September	Planning Development Control Committee
Monday 11 September	Principal Scrutiny Committee
Wednesday 13 September	Cabinet
Thursday 14 September	Licensing & Regulation Committee
Monday 18 September	Personnel Committee
Monday 25 September	Standards Committee
Tuesday 26 September	Councillor Training
Thursday 28 September	Planning Development Control Committee

Sunday 8 October	Law Sunday (for information)
Wednesday 11 October	Cabinet
Thursday 12 October	Winchester Town Forum (Councillor Meeting)
Monday 16 October	Principal Scrutiny Committee
Tuesday 17 October	Environment Scrutiny Panel
Wednesday 18 October	Local Economy Scrutiny Panel
Thursday 19 October	Planning Development Control Committee
Monday 23 October	Social Issues Scrutiny Panel
Wednesday 25 October	Resources Scrutiny Panel

Wednesday 1 November COUNCIL.

Thursday 9 November	Planning Development Control Committee
Sunday 12 November	Remembrance Sunday (for information)
Monday 13 November	Personnel Committee
Wednesday 15 November	Cabinet
Thursday 16 November	Licensing and Regulation Committee
Monday 20 November	Standards Committee
Tuesday 21 November	Councillor Training
Wednesday 22 November	Winchester Town Forum (Councillor Meeting)
Monday 27 November	Environment Scrutiny Panel
Tuesday 28 November	Local Economy Scrutiny Panel
Thursday 30 November	Planning Development Control Committee
Monday 4 December	Principal Scrutiny Committee
Tuesday 5 December	Social Issues Scrutiny Panel
Thursday 7 December	Resources Scrutiny Panel
Tuesday 12 December	Licensing and Regulation Committee
Wednesday 13 December	Cabinet
Thursday 14 December	Planning Development Control Committee

Date 2007

Monday 1 January	Bank Holiday
Thursday 4 January	Planning Development Control Committee

Wednesday 10 January COUNCIL

Monday 15 January	Principal Scrutiny Committee
Wednesday 17 January	Cabinet
Monday 22 January	Personnel Committee
Tuesday 23 January	Councillor Training
Wednesday 24 January	Environment Scrutiny Panel
Thursday 25 January	Planning Development Control Committee
Monday 29 January	Local Economy Scrutiny Panel
Tuesday 30 January	Social Issues Scrutiny Panel
Thursday 1 February	Resources Scrutiny Panel
Monday 5 February	Standards Committee
Thursday 8 February	Winchester Town Forum (Councillor meeting)
Monday 12 February	Principal Scrutiny Committee
Wednesday 14 February	Cabinet
Thursday 15 February	Planning Development Control Committee

Wednesday 28 February	COUNCIL
Monday 5 March	Personnel Committee
Wednesday 7 March	Cabinet
Thursday 8 March	Planning Development Control Committee
Monday 12 March	Environment Scrutiny Panel
Tuesday 13 March	Licensing and Regulation Committee
Wednesday 14 March	Local Economy Scrutiny Panel
Thursday 15 March	Social Issues Scrutiny Panel
Monday 19 March	Standards Committee
Tuesday 20 March	Resources Scrutiny Panel
Thursday 22 March	Winchester Town Forum (Councillor meeting)
Monday 26 March	Principal Scrutiny Committee
Wednesday 28 March	Cabinet
Thursday 29 March	Planning Development Control Committee
Friday 6 April	Good Friday
Monday 9 April	Easter Monday
Wednesday 18 April	<u>COUNCIL</u>
Thursday 19 April	Planning Development Control Committee
Thursday 3 May	<u>CITY COUNCIL ELECTIONS</u>
Monday 7 May	Bank Holiday
Friday 11 May	Dinner in honour of Retiring Mayor (for information)
Tuesday 15 May	Informal Council Meeting
Wednesday 16 May	<u>ANNUAL COUNCIL MEETING AND MAYOR MAKING</u>
Thursday 17 May	Cabinet
Sunday 20 May	Mayor's Sunday (for information)
Monday 21 May	Councillor Training (New Councillor Induction)
Thursday 24 May	Planning Development Control Committee

Committee Meeting Totals

Cabinet	12
Principal Scrutiny	8
Planning Development Control	15
Licensing and Regulation	5
Personnel	5
Resources	5
Local Economy	5
Environment	5
Social Issues	5
Standards	5
Winchester Town Forum	5
Statement of Accounts	1
TOTAL	76