

CABINET

15 November 2006

PROPOSED TIMETABLE OF MEETINGS 2007/08

REPORT OF CITY SECRETARY AND SOLICITOR

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RECENT REFERENCES:

None.

EXECUTIVE SUMMARY:

Attached as Appendix 1 to this report is the proposed timetable of meetings for the 2007/08 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 (10am).
- (b) an additional Cabinet meeting has been scheduled for April 2007 (and 2008) to formalise the arrangements in recent years.
- (c) that Planning Development Control (PDC) Committee will meet on one full day (usually a Thursday) every three weeks commencing at 9.30am. The Guildhall is unable to accommodate PDC on Thursday 5 July 07 because of another large corporate booking. It is therefore suggested that the meeting is held on the Tuesday 3 July 2007 instead.
- (d) that the four Scrutiny Panels will each continue to meet five times per year in the evenings.
- (e) five meetings of the Winchester Town Forum (Councillor meetings) have been scheduled.

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) where possible, full Council meetings have been scheduled to avoid HCC school holidays and political party conferences (but see difficulties regarding two Council meetings outlined below).

- (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 been scheduled for 25 June 2007.
- (j) the four Scrutiny Panels have been scheduled so that quarterly financial outturn and related information should be available for each meeting. This means that the Panels do not always meet in time to have all four sets of minutes in one Council Minute Book. 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. In addition, with the suggested new arrangements for Council, the minutes only "miss" the Council Minute Book in the Autumn cycle.
- (k) at the request of some Members of the Committee, Licensing & Regulation Committees have been arranged to avoid meeting on a Monday or Wednesday. In addition, meetings have been timetabled in 2007 to enable a revised Licensing Policy to be agreed by the end of the year.
- (l) Principal Scrutiny Committee has wherever possible been scheduled to meet on a Monday following a Cabinet meeting, without increasing the overall total of this Committee's meetings for the year.

Scheduling of Full Council meetings

Where possible, full Council meetings have been scheduled to avoid HCC school holidays. However, because of the timing of the Easter school holidays in 2008 (from 7 April to 18 April) it is suggested that it would not be possible to achieve in this instance. It would be difficult in terms of organising Council business for the meeting to be held prior to this break and the week after the school holiday would be too close to the elections (3 May 2007).

In addition, the Director of Finance has requested the February 2008 Council meeting be brought forward, to ease difficulties caused by the very tight timetable between setting the Council Tax and issuing the Council Tax bills (which have to be posted by 16 March 2008). The suggestion is, therefore, that Full Council be moved from Wednesday 27 February 2008 to Thursday 21 February 2008 (spring half term is from 18 February to 22 February 2008). Members are asked to make a decision regarding this suggestion.

In recent years, it has become standard practice for a Council meeting to take place at the end of June, to allow approval of the Performance Plan and Annual Scrutiny Report. This has sometimes resulted in a lack of business going to the mid-July Council meeting. To arrange the Council meetings more evenly and achieve a better flow of business, it is proposed that the July meeting be moved to September.

RECOMMENDATION:

1. That Cabinet indicate whether it wishes to bring forward the February 2008 Council meeting to Thursday 21 February 2008.
2. That subject to Recommendation 1 above, the Timetable of Meetings for the 2007/08 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 about the same as last year. In addition, indications are that similar numbers of Informal Member/Officer Working Groups and Informal Scrutiny Groups will be held in 2007.

BACKGROUND DOCUMENTS:

None

APPENDICES:

Appendix 1 – Proposed Timetable of Meetings 2007/08

WINCHESTER CITY COUNCIL

TIMETABLE OF MEETINGS 2007/08

Date 2007

Wed 11 April	Cabinet (additional date)
<i>Wed 18 April</i>	<i>COUNCIL</i>
<i>Thursday 19 April</i>	<i>Planning Development Control Committee</i>
<i>Thursday 3 May</i>	<u>CITY COUNCIL ELECTIONS</u>
<i>Monday 7 May</i>	Bank Holiday
<i>Friday 11 May</i>	<i>Dinner in honour of Retiring Mayor (for information)</i>
<i>Tuesday 15 May</i>	<i>Informal Council Meeting</i>
<i>Wednesday 16 May</i>	<u>ANNUAL COUNCIL MEETING AND MAYOR MAKING</u>
<i>Thursday 17 May</i>	<i>Cabinet</i>
<i>Sunday 20 May</i>	<i>Mayor's Sunday (for information)</i>
<i>Monday 21 May</i>	<i>Councillor Training (New Councillor Induction)</i>
<i>Thursday 24 May</i>	<i>Planning Development Control Committee</i>

NB Meeting dates in italics above already agreed in 2006/07 timetable

Monday 28 May	Bank Holiday
Tuesday 29 May	Councillor Training (New Councillor Induction)
Wednesday 30 May	Cabinet
Monday 4 June	Principal Scrutiny Committee
Tuesday 5 June	Councillor Training (Planning Issues)
Wednesday 6 June	Winchester Town Forum (Councillor meeting)
Monday 11 June	Personnel Committee
Tuesday 12 June	Councillor Training (Code of Conduct)
Thursday 14 June	Planning Development Control Committee
Wednesday 20 June	Cabinet
Thursday 21 June	Licensing and Regulation Committee
Monday 25 June	Statement of Accounts Committee
Wednesday 27 June	<u>COUNCIL</u>
Monday 2 July	Councillor Training (Overview and Scrutiny)
Tuesday 3 July	Planning Development Control Committee
Monday 9 July	Standards Committee
Wednesday 11 July	Social Issues Scrutiny Panel
Thursday 12 July	Environment Scrutiny Panel
Monday 16 July	Local Economy Scrutiny Panel
Wednesday 18 July	Cabinet
Thursday 19 July	Resources Scrutiny Panel
Monday 23 July	Principal Scrutiny Committee
Thursday 26 July	Planning Development Control Committee
Thursday 23 August	Planning Development Control Committee
Monday 28 August	Bank Holiday

Wednesday 12 September COUNCIL

Thursday 13 September Planning Development Control Committee
Monday 17 September Standards Committee
Wednesday 19 September Cabinet
Thursday 20 September Personnel Committee
Monday 24 September Principal Scrutiny Committee
Tuesday 25 September Councillor Training
Thursday 4 October Planning Development Control Committee
Tuesday 9 October Licensing & Regulation Committee
Thursday 11 October Winchester Town Forum (Councillor Meeting)
Sunday 14 October Law Sunday (for information)
Wednesday 17 October Cabinet
Thursday 18 October Social Issues Scrutiny Panel
Monday 22 October Principal Scrutiny Committee
Tuesday 23 October Environment Scrutiny Panel
Wednesday 24 October Local Economy Scrutiny Panel
Thursday 25 October Planning Development Control Committee
Monday 29 October Resources Scrutiny Panel

Wednesday 31 October COUNCIL

Sunday 11 November Remembrance Sunday (for information)
Monday 12 November Personnel Committee
Tuesday 13 November Licensing and Regulation Committee
Wednesday 14 November Cabinet
Thursday 15 November Planning Development Control Committee
Monday 19 November Principal Scrutiny Committee
Tuesday 20 November Councillor Training
Wednesday 21 November Winchester Town Forum (Councillor Meeting)
Monday 26 November Social Issues Scrutiny Panel
Tuesday 27 November Environment Scrutiny Panel
Monday 3 December Standards Committee
Tuesday 4 December Local Economy Scrutiny Panel
Wednesday 5 December Resources Scrutiny Panel
Tuesday 11 December Licensing and Regulation Committee
Wednesday 12 December Cabinet
Thursday 13 December Planning Development Control Committee
Tuesday 25 December Christmas Day
Wednesday 26 December Boxing Day

Date 2008

Tuesday 1 January Bank Holiday

Wednesday 9 January COUNCIL

Thursday 10 January Planning Development Control Committee
Monday 14 January Personnel Committee
Tuesday 15 January Winchester Town Forum (Councillor meeting)
Wednesday 16 January Cabinet
Monday 21 January Principal Scrutiny Committee
Tuesday 22 January Councillor Training
Wednesday 23 January Social Issues Scrutiny Panel
Monday 28 January Environment Scrutiny Panel
Tuesday 29 January Local Economy Scrutiny Panel
Wednesday 30 January Resources Scrutiny Panel

Thursday 31 January	Planning Development Control Committee
Monday 4 February	Standards Committee
Tuesday 5 February	Licensing and Regulation Committee
Wednesday 13 February	Cabinet
Monday 18 February	Principal Scrutiny Committee
Thursday 21 February	Planning Development Control Committee

Wednesday 27 February COUNCIL

Monday 3 March	Personnel Committee
Wednesday 5 March	Cabinet
Monday 10 March	Social Issues Scrutiny Panel
Tuesday 11 March	Licensing and Regulation Committee
Wednesday 12 March	Environment Scrutiny Panel
Thursday 13 March	Planning Development Control Committee
Tuesday 18 March	Local Economy Scrutiny Panel
Wednesday 19 March	Resources Scrutiny Panel
Thursday 20 March	Winchester Town Forum (Councillor meeting)
Friday 21 March	Good Friday
Monday 24 March	Easter Monday
Wednesday 26 March	Cabinet
Monday 31 March	Principal Scrutiny Committee
Thursday 3 April	Planning Development Control Committee
Monday 7 April	Standards Committee

Wednesday 16 April COUNCIL

Monday 21 April	Cabinet
Thursday 24 April	Planning Development Control Committee

Thursday 1 May CITY COUNCIL ELECTIONS

Monday 5 May **Bank Holiday**

Friday 9 May	Dinner in honour of Retiring Mayor (for information)
Tuesday 13 May	Informal Council Meeting

Wednesday 14 May ANNUAL COUNCIL MEETING AND MAYOR MAKING

Thursday 15 May	Cabinet
Sunday 18 May	Mayor's Sunday (for information)
Monday 19 May	Councillor Training (New Councillor Induction)
Thursday 22 May	Planning Development Control Committee
Monday 25 May	Bank Holiday

Committee Meetings Totals (from 2007 elections)

Full Council	8 (including 14/5/08 meeting)
Cabinet	14 (including 15/5/08 meeting)
Planning Development Control	17 (including 22/5/08 meeting)
Principal Scrutiny	8
Licensing & Regulation	6
Personnel	5
Resources Scrutiny Panel	5
Local Economy Scrutiny Panel	5
Environment Scrutiny Panel	5
Social Issues Scrutiny Panel	5
Standards	5
Winchester Town Forum	5
Statement of Accounts	1
TOTAL	89