

CABINET

14 November 2007

PRINCIPAL SCRUTINY COMMITTEE

19 November 2007

PROPOSED TIMETABLE OF MEETINGS 2008/09

REPORT OF HEAD OF DEMOCRATIC SERVICES

Contact Officer: Nancy Howarth 01962 848 235, nhowarth@winchester.gov.uk

RECENT REFERENCES:

None.

EXECUTIVE SUMMARY:

The Leader has requested that consideration be given to reducing the current six cycles to five in the annual calendar of meetings, or alternatively removing an equivalent number of meetings from the calendar as a whole (a cycle averages 15 meetings). Therefore, attached as Appendix 1 to this report is the proposed timetable of meetings for the 2008/09 Municipal Year based upon the current arrangements. Appendix 2 sets out an alternative timetable, with a reduction of 11 meetings.

In compiling the timetables, the following assumptions have been made:-

- (a) Cabinet will continue to meet monthly for most of the year and in the morning (10am), but Appendix 2 has deleted three meetings taking the total down from 15 to 12. This takes account of the increased delegation to Portfolio Holders and the consequent reduction in Cabinet workload.
- (b) the Cabinet meeting in late April has remained in both Appendices.
- (c) in both Appendices, Planning Development Control (PDC) Committee will continue to meet on one full day (usually a Thursday) every three weeks commencing at 9.30am.
- (d) the four Scrutiny Panels meet five times per year in the evenings in Appendix 1, but only four times per year in Appendix 2. The reduced basis enables more timely quarterly reporting targets (other than in the July cycle of meetings where there is a tight deadline in supplying information for the July meetings) and also offers more scope for the timing of informal scrutiny groups. It would, however, mean that draft proposals for the roll forward of the Corporate Strategy and budget would need to be available for consultation with Scrutiny Panels in early November, earlier than in

current years.

- (e) five meetings of the Licensing & Regulation, Personnel and Standards Committees have been scheduled in Appendix 1, but only four of each in Appendix 2.
- (f) in Appendix 2, one Council meeting becomes a 'provisional date' and will only be convened if there is sufficient business to justify a meeting.

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, both attached timetables have achieved the following:-

- (g) where possible, full Council meetings have been scheduled to avoid HCC school holidays and political party conferences. As in previous years, this has not proved possible for the budget setting Council in February, principally because the timescale is dictated by when the County Council agrees its rate, but also due to the joint deadline set by all Hampshire districts to produce the composite Council Tax leaflet used by all authorities.
- (h) there are no direct clashes of meetings.
- (i) In the alternative timetable set out in Appendix 2, the four Scrutiny Panels have been scheduled so that quarterly financial outturn and related information should be available for each meeting, although it is a tight deadline for the July meetings as mentioned above (to move these meetings later in July would result in them meeting during the school summer holidays).
- (j) Principal Scrutiny Committee has, wherever possible, been scheduled to meet on a Monday following a Cabinet meeting.

RECOMMENDATIONS:

To Cabinet:

That, subject to consideration by Principal Scrutiny Committee below, Cabinet considers the alternative approaches for the Timetable of Meetings for the 2008/09 Municipal Year, as set out in Appendices 1 and 2 to this report, and determines accordingly.

To Principal Scrutiny Committee:

That the Committee agrees the timing of scrutiny meetings and advises Cabinet of any comments regarding the alternative approaches set out in Appendices 1 and 2 to this report.

OTHER CONSIDERATIONS:CORPORATE STRATEGY (RELEVANCE TO):

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

RESOURCE IMPLICATIONS:

In Appendix 1, the proposed number of scheduled meetings is about the same as last year. In Appendix 2, there is a reduction of 11 scheduled meetings and this will result in savings in both Guildhall room bookings, Member travel and some paper and postage costs (totalling about £3,500). However, the major element (Guildhall hire costs) would still be borne by the Council whether the rooms were used or not, unless outside bookings were obtained. Therefore, the proposals would result in a change in pattern of meetings, not a cash saving.

The proposals would also offer a more effective/efficient use of officer time. For example, through improved timing of performance monitoring and increased use of Portfolio Holder decision making.

It is likely that similar numbers of Informal Member/Officer Working Groups and Informal Scrutiny Groups will be held in 2008/09.

BACKGROUND DOCUMENTS:

None

APPENDICES:

Appendix 1 – Proposed Timetable of Meetings 2008/09 (based on current arrangements)

Appendix 2 - Proposed Timetable of Meetings 2008/09 (based on possible revisions to reduce number of meetings)

WINCHESTER CITY COUNCIL**TIMETABLE OF MEETINGS 2008/09 (BASED ON EXISTING ARRANGEMENTS)****Date 2008** (dates in italics already agreed)

<i>Wednesday 16 April</i>	<u>COUNCIL</u>
<i>Monday 21 April</i>	Cabinet
<i>Thursday 24 April</i>	Planning Development Control Committee
<i>Thursday 1 May</i>	<u>CITY COUNCIL ELECTIONS</u>
Monday 5 May	Bank Holiday
<i>Friday 9 May</i>	Dinner in honour of Retiring Mayor (for information)
<i>Tuesday 13 May</i>	Informal Council Meeting
<i>Wednesday 14 May</i>	<u>ANNUAL COUNCIL MEETING AND MAYOR MAKING</u>
<i>Thursday 15 May</i>	Cabinet
<i>Sunday 18 May</i>	Mayor's Sunday (for information)
<i>Monday 19 May</i>	Councillor Training (New Councillor Induction 1)
<i>Wednesday 21 May</i>	Councillor Training (Planning Issues)
<i>Thursday 22 May</i>	Planning Development Control Committee
Monday 26 May	Bank Holiday
<i>Tuesday 27 May</i>	Councillor Training (New Councillor Induction 2)
<i>Wednesday 28 May</i>	Cabinet
<i>Monday 2 June</i>	Principal Scrutiny Committee
<i>Tuesday 3 June</i>	Councillor Training (Code of Conduct)
<i>Wednesday 4 June</i>	Winchester Town Forum (Councillor meeting)
<i>Monday 9 June</i>	Personnel Committee
<i>Tuesday 10 June</i>	Councillor Training (Subject TBA)
<i>Thursday 12 June</i>	Planning Development Control Committee
<i>Wednesday 18 June</i>	Cabinet
<i>Thursday 19 June</i>	Licensing and Regulation Committee
<i>Monday 23 June</i>	Statement of Accounts Committee
<i>Wednesday 25 June</i>	<u>COUNCIL</u>
<i>Monday 30 June</i>	Councillor Training (Overview and Scrutiny)
<i>Thursday 2 July</i>	Planning Development Control Committee
<i>Monday 7 July</i>	Standards Committee
<i>Wednesday 9 July</i>	Cabinet
<i>Monday 14 July</i>	Principal Scrutiny Committee
<i>Wednesday 16 July</i>	Social Issues Scrutiny Panel
<i>Thursday 17 July</i>	Environment Scrutiny Panel
<i>Tuesday 22 July</i>	Local Economy Scrutiny Panel
<i>Wednesday 23 July</i>	Resources Scrutiny Panel
<i>Thursday 24 July</i>	Planning Development Control Committee
<i>Wednesday 30 July</i>	Cabinet
<i>Thursday 21 August</i>	Planning Development Control Committee
Monday 25 August	Bank Holiday

Wednesday 10 September	<u>COUNCIL</u>
Thursday 11 September	Planning Development Control Committee
Monday 15 September	Standards Committee
Wednesday 17 September	Cabinet
Thursday 18 September	Personnel Committee
Monday 22 September	Principal Scrutiny Committee
Tuesday 23 September	Councillor Training (Subject TBA)
Thursday 2 October	Planning Development Control Committee
Tuesday 7 October	Licensing & Regulation Committee
Thursday 9 October	Winchester Town Forum (Councillor Meeting)
Sunday 12 October	Law Sunday (for information)
Wednesday 15 October	Cabinet
Thursday 16 October	Social Issues Scrutiny Panel
Monday 20 October	Principal Scrutiny Committee
Tuesday 21 October	Environment Scrutiny Panel
Wednesday 22 October	Local Economy Scrutiny Panel
Thursday 23 October	Planning Development Control Committee
Monday 27 October	Resources Scrutiny Panel

(School holidays 27-31 Oct 08)

Wednesday 5 November	<u>COUNCIL</u>
Sunday 9 November	Remembrance Sunday (for information)
Monday 10 November	Personnel Committee
Tuesday 11 November	Licensing and Regulation Committee
Wednesday 12 November	Cabinet
Thursday 13 November	Planning Development Control Committee
Monday 17 November	Principal Scrutiny Committee
Tuesday 18 November	Councillor Training (Subject TBA)
Wednesday 19 November	Winchester Town Forum (Councillor Meeting)
Wednesday 26 November	Social Issues Scrutiny Panel
Thursday 27 November	Environment Scrutiny Panel
Monday 1 December	Standards Committee
Tuesday 2 December	Local Economy Scrutiny Panel
Wednesday 3 December	Resources Scrutiny Panel
Wednesday 10 December	Cabinet
Thursday 11 December	Planning Development Control Committee
Thursday 25 December	Christmas Day
Friday 26 December	Boxing Day

Date 2009

Thursday 1 January **Bank Holiday**

(School holidays 22/12/08-2/1/09)

Wednesday 7 January	<u>COUNCIL</u>
Thursday 8 January	Planning Development Control Committee
Monday 12 January	Personnel Committee
Tuesday 13 January	Winchester Town Forum (Councillor meeting)
Wednesday 14 January	Cabinet
Monday 19 January	Principal Scrutiny Committee
Tuesday 20 January	Councillor Training (Subject TBA)

Meeting Totals

Full Council	8 (incl 20/5/09)
Cabinet	15 (one more as 2 in July 08)
Planning DC	17
Principal Scrutiny	8
Lic & Reg	5
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
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Total	89

WINCHESTER CITY COUNCIL**TIMETABLE OF MEETINGS 2008/09 – POSSIBLE NEW ARRANGEMENTS TO REDUCE
NUMBER OF MEETINGS****Date 2008** (dates in italics already agreed)

<i>Wednesday 16 April</i>	<u>COUNCIL</u>
<i>Monday 21 April</i>	Cabinet
<i>Thursday 24 April</i>	Planning Development Control Committee
<i>Thursday 1 May</i>	<u>CITY COUNCIL ELECTIONS</u>
Monday 5 May	Bank Holiday
<i>Friday 9 May</i>	Dinner in honour of Retiring Mayor (for information)
<i>Tuesday 13 May</i>	Informal Council Meeting
<i>Wednesday 14 May</i>	<u>ANNUAL COUNCIL MEETING AND MAYOR MAKING</u>
<i>Thursday 15 May</i>	Cabinet
<i>Sunday 18 May</i>	Mayor's Sunday (for information)
<i>Monday 19 May</i>	Councillor Training (New Councillor Induction 1)
<i>Wednesday 21 May</i>	Councillor Training (Planning Issues)
<i>Thursday 22 May</i>	Planning Development Control Committee
Monday 26 May	Bank Holiday
<i>Tuesday 27 May</i>	Councillor Training (New Councillor Induction 2)
<i>Tuesday 3 June</i>	Councillor Training (Code of Conduct)
<i>Wednesday 4 June</i>	Cabinet
<i>Monday 9 June</i>	Principal Scrutiny Committee
<i>Tuesday 10 June</i>	Councillor Training (Subject TBA)
<i>Thursday 12 June</i>	Planning Development Control Committee
<i>Monday 16 June</i>	Personnel Committee
<i>Wednesday 18 June</i>	Winchester Town Forum (Councillor meeting)
<i>Thursday 19 June</i>	Licensing and Regulation Committee
<i>Monday 23 June</i>	Statement of Accounts Committee
<i>Wednesday 25 June</i>	<u>COUNCIL (TO AGREE PERFORMANCE PLAN)</u>
<i>Monday 30 June</i>	Councillor Training (Overview and Scrutiny)
<i>Thursday 2 July</i>	Planning Development Control Committee
<i>Monday 7 July</i>	Standards Committee
<i>Wednesday 9 July</i>	Cabinet
<i>Monday 14 July</i>	Principal Scrutiny Committee
<i>Wednesday 16 July</i>	Social Issues Scrutiny Panel
<i>Thursday 17 July</i>	Environment Scrutiny Panel
<i>Tuesday 22 July</i>	Local Economy Scrutiny Panel
<i>Wednesday 23 July</i>	Resources Scrutiny Panel
<i>Thursday 24 July</i>	Planning Development Control Committee
<i>Thursday 21 August</i>	Planning Development Control Committee
Monday 25 August	Bank Holiday
<i>Wednesday 10 September</i>	<u>COUNCIL (PROVISIONAL DATE IF REQUIRED)</u>

Thursday 11 September	Planning Development Control Committee
Monday 15 September	Standards Committee
Wednesday 17 September	Cabinet
Thursday 18 September	Personnel Committee
Monday 22 September	Principal Scrutiny Committee
Tuesday 23 September	Councillor Training (Subject TBA)
Thursday 2 October	Planning Development Control Committee
Tuesday 7 October	Licensing & Regulation Committee
Thursday 9 October	Winchester Town Forum (Councillor Meeting)
Sunday 12 October	Law Sunday (for information)
Wednesday 15 October	Cabinet
Monday 20 October	Principal Scrutiny Committee
Thursday 23 October	Planning Development Control Committee
Monday 27 October	Resources Scrutiny Panel

Wednesday 5 November COUNCIL

Sunday 9 November	Remembrance Sunday (for information)
Monday 10 November	Social Issues Scrutiny Panel
Tuesday 11 November	Environment Scrutiny Panel
Wednesday 12 November	Cabinet
Thursday 13 November	Planning Development Control Committee
Monday 17 November	Principal Scrutiny Committee
Tuesday 18 November	Local Economy Scrutiny Panel
Wednesday 19 November	Resources Scrutiny Panel
Monday 24 November	Personnel Committee
Wednesday 26 November	Winchester Town Forum (Councillor Meeting)
Monday 1 December	Standards Committee
Tuesday 2 December	Councillor Training (Subject TBA)
Wednesday 3 December	Licensing and Regulation Committee
Wednesday 10 December	Cabinet
Thursday 11 December	Planning Development Control Committee
Thursday 25 December	Christmas Day
Friday 26 December	Boxing Day

Date 2009

Thursday 1 January **Bank Holiday**

Wednesday 7 January COUNCIL (PRE-BUDGET)

Thursday 8 January	Planning Development Control Committee
Tuesday 13 January	Winchester Town Forum (Councillor meeting)
Wednesday 14 January	Cabinet
Monday 19 January	Principal Scrutiny Committee
Tuesday 20 January	Councillor Training (Subject TBA)
Monday 26 January	Standards Committee
Tuesday 27 January	Licensing and Regulation Committee
Thursday 29 January	Planning Development Control Committee
Monday 2 February	Social Issues Scrutiny Panel
Tuesday 3 February	Environment Scrutiny Panel
Monday 9 February	Local Economy Scrutiny Panel
Tuesday 10 February	Resources Scrutiny Panel
Wednesday 11 February	Cabinet
Monday 16 February	Principal Scrutiny Committee

Tuesday 17 February	Planning Development Control Committee
Thursday 19 February	<u>COUNCIL (BUDGET SETTING)</u>
Monday 23 February	Personnel Committee
Monday 9 March	Social Issues Scrutiny Panel
Tuesday 10 March	Environment Scrutiny Panel
Thursday 12 March	Planning Development Control Committee
Tuesday 17 March	Local Economy Scrutiny Panel
Wednesday 18 March	Cabinet
Thursday 19 March	Resources Scrutiny Panel
Monday 23 March	Principal Scrutiny Committee
Wednesday 25 March	Winchester Town Forum (Councillor Meeting)
Thursday 2 April	Planning Development Control Committee
Friday 10 April	Good Friday
Monday 13 April	Easter Monday
Monday 20 April	Cabinet
Wednesday 22 April	<u>COUNCIL</u>
Thursday 23 April	Planning Development Control Committee
Monday 4 May	Bank Holiday
Thursday 7 May	<u>COUNTY COUNCIL ELECTIONS</u>
Friday 15 May	Dinner in honour of Retiring Mayor (for information)
Tuesday 19 May	Informal Council Meeting
Wednesday 20 May	<u>ANNUAL COUNCIL MEETING AND MAYOR MAKING</u>
Thursday 21 May	Cabinet
Sunday 24 May	Mayor's Sunday (for information)
Monday 25 May	Bank Holiday
Thursday 28 May	Planning Development Control Committee

Meeting Totals

Full Council	7 definite (incl 20/5/09) and 1 provisional
Cabinet	12 (incl 21/5/09)
Planning DC	17
Principal Scrutiny	8
Lic & Reg	4
Personnel	4
Resources Scrutiny Panel	4
Local Economy Scrutiny Panel	4
Environment Scrutiny Panel	4
Social Issues Scrutiny Panel	4
Standards	4
Winchester Town Forum	5
Statement of Accounts	1

TOTAL	78 (79 if provisional Council date included)