

CABINET - 17 September 2008

PRINCIPAL SCRUTINY COMMITTEE - 22 September 2008

PROPOSED TIMETABLE OF MEETINGS 2009/10

REPORT OF HEAD OF DEMOCRATIC SERVICES

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RECENT REFERENCES:

CAB1551 – Proposed Timetable of Meetings 2008/09, 14 November 2007

EXECUTIVE SUMMARY:

Last year, Cabinet and Principal Scrutiny Committee agreed to a timetable with a reduction of 11 meetings (Report CAB1551 refers). The reductions were possible due to one less cycle of Scrutiny Panels, Licensing & Regulation Committee, Personnel Committee and Standards Committee. In addition, Cabinet was scheduled to meet 12 times, rather than the previous 15 (taking account of the increased delegation to Portfolio Holders and the consequent reduction in Cabinet workload). The September Council meeting was provisional, to be held only if required. This year it was not considered necessary to hold the September Council meeting and the revised timetable suggests it be deleted (see below).

Although only part way through the revised timetable for 2008/09, the changes appear to have worked well and it is proposed that these alterations continue in 2009/10.

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

- (a) Cabinet will continue to meet monthly for most of the year and in the morning (10am) although the Chairman will be consulted as to whether an earlier start of 9am would be required if there is a large volume of business on the agenda.
- (b) Planning Development Control (PDC) Committee will continue to meet on one full day (usually a Thursday) every three weeks, commencing at 9.30am.
- (c) the four Scrutiny Panels will meet four times per year, enabling more timely quarterly reporting targets (other than in the July cycle of meetings where there is a tight deadline in supplying outturn information for the July meetings) and also offering more scope for the timing of Informal Scrutiny Groups. It should be noted 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.

- (d) four meetings of the Licensing & Regulation, Personnel and Standards Committees have been scheduled (the Licensing & Regulation Sub-Committee and Standards Sub-Committee will continue to meet on an ad-hoc basis when required).

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:-

- (e) 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 precept, but also due to the joint deadline set by all Hampshire districts to produce the composite Council Tax leaflet used by all authorities.
- (f) the full Council meeting previously scheduled for June is no longer required, as the Government has removed the requirement for Council's to approve 'Best Value Performance Plans' by the end of June each year. This meeting has therefore been moved to mid-July, which enables the Cabinet and Principal Scrutiny Committee meetings scheduled to consider the Council's outturn reports to meet slightly later in June. It also removes the requirement for the provisional September Council date.
- (g) there are no direct clashes of meetings.
- (h) the four Scrutiny Panels have been scheduled so that timely financial outturn and related information should be available for the three meetings monitoring performance, 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).
- (i) Principal Scrutiny Committee has, wherever possible, been scheduled to meet on a Monday following a Cabinet meeting.

At Principal Scrutiny Committee on 14 July 2008, it was agreed: "*That the Portfolio Holder for Finance and Efficiency investigate rescheduling the meeting of Cabinet on 11 February 2009 to the previous week, to allow more time for consideration of matters arising from discussion on the Corporate Business Plan and Council Tax in advance of Council on 19 February 2009*". It is therefore proposed that this Cabinet be moved to Wednesday 4 February 2009. It is suggested that Principal Scrutiny Committee also be rescheduled to meet on the immediately following Monday (9 February 2009).

If agreed in 2009, it is suggested that a similar changes be made for the February 2010 (the attached timetable assumes this).

RECOMMENDATIONS:To Cabinet

1. That the Timetable of Meetings for the 2009/10 Municipal Year (other than meetings involving Principal Scrutiny Committee and Scrutiny Panels), as set out in Appendix 1 to this report, be agreed.
2. That any comments on the proposed timing of scrutiny meetings proposed for 2009/10 be made to Principal Scrutiny Committee.
3. That the February 2009 Cabinet be re-scheduled to Wednesday 4 February 2009.

To Principal Scrutiny Committee

4. That the timetable of meetings of Principal Scrutiny Committee and Scrutiny Panels for the 2009/10 Municipal Year, as set out in Appendix 1 to this report, be agreed.
5. That any comments on the timing of other meetings proposed for 2009/10 be made to Cabinet.
6. That the February 2009 meeting of Principal Scrutiny Committee be re-scheduled to Monday 9 February, with the meeting of the Local Economy Scrutiny Panel scheduled for Monday 9 February being re-scheduled to Thursday 5 February to accommodate this.

OTHER CONSIDERATIONS:CORPORATE STRATEGY (RELEVANCE TO):

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

RESOURCE IMPLICATIONS:

Although, to retain the overall reduction of 11 meetings will result in continued savings in Guildhall room bookings, Member travel and some paper and postage costs (totalling about £3,500), 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 2009/10.

BACKGROUND DOCUMENTS: NoneAPPENDICES: Appendix 1 – Proposed Timetable of Meetings 2009/10

WINCHESTER CITY COUNCIL**TIMETABLE OF MEETINGS 2009/10***(dates in italics already agreed)***Date 2009**

<i>Wednesday 22 April</i>	<u>COUNCIL</u>
<i>Thursday 23 April</i>	<i>Planning Development Control Committee</i>
<i>Friday 24 April</i>	<i>Dinner in honour of Retiring Mayor (for information)</i>
Monday 4 May	Bank Holiday
<i>Tuesday 19 May</i>	<i>Informal Council Meeting</i>
<i>Wednesday 20 May</i>	<u>ANNUAL COUNCIL MEETING AND MAYOR MAKING</u>
<i>Thursday 21 May</i>	<i>Cabinet</i>
<i>Sunday 24 May</i>	<i>Mayor's Sunday (for information)</i>
Monday 25 May	Bank Holiday
<i>Tuesday 26 May</i>	<i>Councillor Training (Planning Issues)</i>
<i>Thursday 28 May</i>	<i>Planning Development Control Committee</i>
<i>Thursday 4 June</i>	<u>EUROPEAN PARLIAMENT (date confirmed) AND COUNTY COUNCIL ELECTIONS (probable date)</u>
<i>Monday 8 June</i>	<i>Personnel Committee</i>
<i>Wednesday 10 June</i>	<i>Winchester Town Forum (Councillor meeting)</i>
<i>Thursday 11 June</i>	<i>Licensing and Regulation Committee</i>
<i>Tuesday 16 June</i>	<i>Councillor Training (Subject TBA)</i>
<i>Wednesday 17 June</i>	<i>Cabinet</i>
<i>Thursday 18 June</i>	<i>Planning Development Control Committee</i>
<i>Monday 22 June</i>	<i>Principal Scrutiny Committee</i>
<i>Thursday 25 June</i>	<i>Statement of Accounts Committee</i>
<i>Tuesday 30 June</i>	<i>Councillor Training (Subject TBA)</i>
<i>Monday 6 July</i>	<i>Standards Committee</i>
<i>Wednesday 8 July</i>	<i>Cabinet</i>
<i>Thursday 9 July</i>	<i>Planning Development Control Committee</i>
<i>Monday 13 July</i>	<i>Principal Scrutiny Committee</i>
<i>Wednesday 15 July</i>	<u>COUNCIL</u>
<i>Thursday 16 July</i>	<i>Social Issues Scrutiny Panel</i>
<i>Monday 20 July</i>	<i>Environment Scrutiny Panel</i>
<i>Tuesday 21 July</i>	<i>Local Economy Scrutiny Panel</i>
<i>Wednesday 22 July</i>	<i>Resources Scrutiny Panel</i>
<i>Thursday 30 July</i>	<i>Planning Development Control Committee</i>
<i>Thursday 27 August</i>	<i>Planning Development Control Committee</i>
Monday 31 August	Bank Holiday
<i>Monday 14 September</i>	<i>Personnel Committee</i>
<i>Wednesday 16 September</i>	<i>Cabinet</i>

Thursday 17 September	Planning Development Control Committee
Monday 21 September	Principal Scrutiny Committee
Tuesday 22 September	Councillor Training (Subject TBA)
Monday 28 September	Standards Committee
Wednesday 30 September	Winchester Town Forum (Councillor Meeting)
Tuesday 6 October	Licensing & Regulation Committee
Thursday 8 October	Planning Development Control Committee
Sunday 11 October	Law Sunday (for information)
Wednesday 14 October	Cabinet
Monday 19 October	Principal Scrutiny Committee
Thursday 29 October	Planning Development Control Committee
Wednesday 4 November	<u>COUNCIL</u>
Sunday 8 November	Remembrance Sunday (for information)
Tuesday 10 November	Social Issues Scrutiny Panel
Wednesday 11 November	Environment Scrutiny Panel
<u>Thursday</u> 12 November	Cabinet (<i>rooms unavailable during the day on Wed 11th</i>)
Monday 16 November	Principal Scrutiny Committee
Tuesday 17 November	Local Economy Scrutiny Panel
Wednesday 18 November	Resources Scrutiny Panel
Thursday 19 November	Planning Development Control Committee
Monday 23 November	Personnel Committee
Wednesday 25 November	Winchester Town Forum (Councillor Meeting)
Monday 30 November	Standards Committee
Tuesday 1 December	Councillor Training (Subject TBA)
Wednesday 2 December	Licensing and Regulation Committee
Wednesday 9 December	Cabinet
Thursday 10 December	Planning Development Control Committee
Friday 25 December	Christmas Day
Saturday 26 December	Boxing Day
Monday 28 December	Bank Holiday

Date 2010

Friday 1 January	Bank Holiday
Wednesday 6 January	<u>COUNCIL (PRE-BUDGET)</u>
Thursday 7 January	Planning Development Control Committee
Wednesday 13 January	Cabinet
Monday 18 January	Principal Scrutiny Committee
Tuesday 19 January	Councillor Training (Subject TBA)
Wednesday 20 January	Winchester Town Forum (Councillor meeting)
Monday 25 January	Standards Committee
Tuesday 26 January	Licensing and Regulation Committee
Thursday 28 January	Planning Development Control Committee
Monday 1 February	Social Issues Scrutiny Panel
Tuesday 2 February	Environment Scrutiny Panel
Wednesday 3 February	Cabinet
Thursday 4 February	Local Economy Scrutiny Panel
Monday 8 February	Principal Scrutiny Committee
Tuesday 9 February	Resources Scrutiny Panel
<u>Tuesday</u> 16 February	Planning Development Control Committee

Thursday 18 February	<u>COUNCIL (BUDGET SETTING)</u>
Monday 22 February	Personnel Committee
Monday 8 March	Social Issues Scrutiny Panel
Tuesday 9 March	Environment Scrutiny Panel
Thursday 11 March	Planning Development Control Committee
Tuesday 16 March	Local Economy Scrutiny Panel
Wednesday 17 March	Cabinet
Thursday 18 March	Resources Scrutiny Panel
Monday 22 March	Principal Scrutiny Committee
Wednesday 23 March	Winchester Town Forum (Councillor Meeting)
Thursday 1 April	Planning Development Control Committee
Friday 2 April	Good Friday
Monday 5 April	Easter Monday
Wednesday 7 April	Cabinet
Wednesday 21 April	<u>COUNCIL</u>
Thursday 22 April	Planning Development Control Committee
Friday 23 April	Dinner in honour of Retiring Mayor (alternative date for information)
Monday 3 May	Bank Holiday
Thursday 6 May	<u>CITY COUNCIL ELECTIONS</u>
Friday 14 May	Dinner in honour of Retiring Mayor (alternative date for information)
Tuesday 18 May	Informal Council Meeting
Wednesday 19 May	<u>ANNUAL COUNCIL MEETING AND MAYOR MAKING</u>
Thursday 20 May	Cabinet
Sunday 23 May	Mayor's Sunday (for information)
Tuesday 25 May	Councillor Training (New Councillor Induction 1)
Wednesday 26 May	Councillor Training (Planning Issues)
Thursday 27 May	Planning Development Control Committee
Monday 31 May	Bank Holiday
Tuesday 1 June	Councillor Training (New Councillor Induction 2)

Meeting Totals (for 09/10 Municipal Year)

Full Council	6
Cabinet	11
Planning DC	16
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	75