

CABINET - 15 September 2010

PROPOSED TIMETABLE OF MEETINGS 2011/12

REPORT OF HEAD OF DEMOCRATIC SERVICES

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RECENT REFERENCES:

[CAB1878](#) – Proposed Timetable of Meetings 2010/11, 16 September 2009

EXECUTIVE SUMMARY:

The attached timetable for 2011/12 is broadly the same as the timetable agreed for previous Municipal Years.

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 (9.30am).
- (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 is not possible for the July meetings to be moved any later without the meetings being held during the school summer holidays.
- (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).
- (e) The provisional date for the September Council meeting has been retained following its reintroduction in 2010.

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 County Council school holidays and political party conferences.
- (g) the budget setting Council in February is scheduled to tie in with the timescale dictated by when the County Council agrees its precept, in addition to the joint deadline set by all Hampshire districts to produce the composite Council Tax leaflet used by all authorities.
- (h) as agreed for the past two years, the full Council meeting scheduled in previous years 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.
- (i) there are no direct clashes of meetings.
- (j) Principal Scrutiny Committee has, wherever possible, been scheduled to meet on a Monday following a Cabinet meeting.
- (k) An additional Statement of Accounts Committee has been scheduled for September 2011 (to receive the final Audited Statement of Accounts). This has been timetabled for the same day as a Principal Scrutiny Committee as both meetings will involve attendance by external auditors.

RECOMMENDATIONS:

That the Timetable of Meetings for the 2011/12 Municipal Year, as set out in Appendix 1 to this report, be agreed.

OTHER CONSIDERATIONS:

SUSTAINABLE COMMUNITY STRATEGY AND CORPORATE BUSINESS PLAN
(RELEVANCE TO):

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

RESOURCE IMPLICATIONS:

The Guildhall refurbishment will create a smaller meeting room on the first floor, with disabled access, which will be utilised in the future for some smaller Committee meetings, rather than larger venues such as the Walton Room and King Charles Suite. This will enable these larger rooms to be used for external bookings, generating additional external cash income for the Council. It will also reduce the internal recharge from the Guildhall for member meetings.

RISK MANAGEMENT ISSUES

None.

BACKGROUND DOCUMENTS:

None

APPENDICES:

Appendix 1 – Proposed Timetable of Meetings 2011/12

WINCHESTER CITY COUNCIL**TIMETABLE OF MEETINGS 2011/12****Date 2011**

<i>Wednesday 6 April</i>	<u>COUNCIL</u>
<i>Wednesday 13 April</i>	<i>Cabinet (Provisional date if required)</i>
<i>Thursday 21 April</i>	<i>Planning Development Control Committee</i>
Friday 22 April	Good Friday
Monday 25 April	Easter Monday
Monday 2 May	Bank Holiday
<i>Thursday 5 May</i>	<u>CITY COUNCIL ELECTIONS</u>
<i>Friday 13 May</i>	<i>Dinner in honour of Retiring Mayor (alternative date for information)</i>
<i>Tuesday 17 May</i>	<i>Informal Council Meeting</i>
<i>Wednesday 18 May</i>	<u>ANNUAL COUNCIL MEETING AND MAYOR MAKING</u>
<i>Thursday 19 May</i>	<i>Cabinet</i>
<i>Sunday 22 May</i>	<i>Mayor's Sunday (for information)</i>
<i>Tuesday 24 May</i>	<i>Councillor Training (New Councillor Induction 1)</i>
<i>Wednesday 25 May</i>	<i>Councillor Training (Planning Issues)</i>
<i>Thursday 26 May</i>	<i>Planning Development Control Committee</i>
Monday 30 May	Bank Holiday
<i>Tuesday 31 May</i>	<i>Councillor Training (New Councillor Induction 2)</i>
<i>(italics above already approved)</i>	
<i>Monday 6 June</i>	<i>Personnel Committee</i>
<i>Wednesday 8 June</i>	<i>Winchester Town Forum (Councillors' meeting)</i>
<i>Thursday 9 June</i>	<i>Licensing and Regulation Committee</i>
<i>Tuesday 14 June</i>	<i>Councillor Training (Code of Conduct)</i>
<i>Wednesday 15 June</i>	<i>Cabinet</i>
<i>Thursday 16 June</i>	<i>Planning Development Control Committee</i>
<i>Monday 20 June</i>	<i>Principal Scrutiny Committee</i>
<i>Tuesday 21 June</i>	<i>Councillor Training (Overview and Scrutiny)</i>
<i>Wednesday 29 June</i>	<i>Statement of Accounts Committee</i>
<i>Monday 4 July</i>	<i>Standards Committee</i>
<i>Wednesday 5 July</i>	<i>Cabinet</i>
<i>Thursday 7 July</i>	<i>Planning Development Control Committee</i>
<i>Monday 11 July</i>	<i>Principal Scrutiny Committee</i>
<i>Thursday 14 July</i>	<i>Social Issues Scrutiny Panel</i>
<i>Monday 18 July</i>	<i>Local Economy Scrutiny Panel</i>
<i>Tuesday 19 July</i>	<i>Environment Scrutiny Panel</i>
<i>Wednesday 20 July</i>	<u>COUNCIL</u>
<i>Thursday 21 July</i>	<i>Resources Scrutiny Panel</i>
<i>Thursday 28 July</i>	<i>Planning Development Control Committee</i>
<i>Thursday 25 August</i>	<i>Planning Development Control Committee</i>

Monday 29 August	Bank Holiday
Monday 12 September	Personnel Committee
Wednesday 14 September	Cabinet
Thursday 15 September	Planning Development Control Committee
Monday 19 September	Statement of Accounts Committee
Monday 19 September	Principal Scrutiny Committee
Tuesday 20 September	Councillor Training (Subject TBA)
Monday 26 September	Standards Committee
Wednesday 28 September	<u>COUNCIL (PROVISIONAL DATE IF REQUIRED)</u>
Wednesday 5 October	Winchester Town Forum (Councillors' Meeting)
Thursday 6 October	Planning Development Control Committee
Sunday 9 October	Law Sunday (for information)
Wednesday 12 October	Cabinet
Thursday 14 October	Licensing & Regulation Committee
Monday 17 October	Principal Scrutiny Committee
Thursday 27 October	Planning Development Control Committee
Wednesday 2 November	<u>COUNCIL</u>
Monday 7 November	Personnel Committee
Wednesday 9 November	Cabinet
Thursday 10 November	Social Issues Scrutiny Panel
Sunday 13 November	Remembrance Sunday (for information)
Monday 14 November	Principal Scrutiny Committee
Tuesday 15 November	Local Economy Scrutiny Panel
Wednesday 16 November	Environment Scrutiny Panel
Thursday 17 November	Planning Development Control Committee
Monday 21 November	Resources Scrutiny Panel
Wednesday 23 November	Winchester Town Forum (Councillors' Meeting)
Monday 28 November	Standards Committee
Tuesday 29 November	Councillor Training (Subject TBA)
Thursday 1 December	Licensing and Regulation Committee
Wednesday 7 December	Cabinet
Thursday 8 December	Planning Development Control Committee
Sunday 25 December	Christmas Day
Monday 26 December	Boxing Day
Tuesday 27 December	Bank Holiday

Date 2012

Monday 2 January	Bank Holiday
Thursday 5 January	Planning Development Control Committee
Wednesday 12 January	<u>COUNCIL (PRE-BUDGET)</u>
Tuesday 17 January	Councillor Training (Subject TBA)
Wednesday 18 January	Cabinet
Thursday 19 January	Licensing and Regulation Committee
Monday 23 January	Principal Scrutiny Committee
Wednesday 25 January	Winchester Town Forum (Councillors' meeting)
Thursday 26 January	Planning Development Control Committee
Monday 30 January	Standards Committee
Tuesday 31 January	Social Issues Scrutiny Panel

Thursday 2 February	Local Economy Scrutiny Panel
Tuesday 7 February	Environment Scrutiny Panel
Wednesday 8 February	Cabinet
Thursday 9 February	Resources Scrutiny Panel
Monday 13 February	Principal Scrutiny Committee
Thursday 16 February	Planning Development Control Committee
Thursday 23 February	<u>COUNCIL (BUDGET SETTING)</u>
Monday 27 February	Personnel Committee
Monday 5 March	Principal Scrutiny Committee
Tuesday 6 March	Local Economy Scrutiny Panel
Wednesday 7 March	Mayors Awards Evening
Thursday 9 March	Planning Development Control Committee
Monday 12 March	Social Issues Scrutiny Panel
Tuesday 13 March	Environment Scrutiny Panel
Wednesday 14 March	Cabinet
Thursday 15 March	Resources Scrutiny Panel
Wednesday 21 March	Winchester Town Forum (Councillors' Meeting)
Thursday 29 March	Planning Development Control Committee
Friday 6 April	Good Friday
Monday 9 April	Easter Monday
Wednesday 11 April	Cabinet (Provisional date if required)
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 (alternative date 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)
Tuesday 22 May	Councillor Training (New Councillor Induction 1)
Wednesday 23 May	Councillor Training (Planning Issues)
Thursday 24 May	Planning Development Control Committee
Tuesday 29 May	Councillor Training (New Councillor Induction 2)
Monday 4 June	Bank Holiday
Tuesday 5 June	Bank Holiday