

CABINET

12 October 2011

PROPOSED TIMETABLE OF MEETINGS 2012/13

REPORT OF HEAD OF DEMOCRATIC SERVICES

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RECENT REFERENCES:

[CAB2044](#) – Proposed Timetable of Meetings 2011/12, 15 September 2010

[CAB 2107](#) – Review of Council Overview and Scrutiny Arrangements – 19 January 2011

[CAB2132](#) – Review of Constitution – Changes to Overview & Scrutiny Arrangements – 16 March 2011

[CL70](#) - Review of Council's Overview & Scrutiny Arrangements – 6 April 2011

[CAB2155](#) – Proposed amended Timetable of Meetings 2011/12 – 13 April 2011

EXECUTIVE SUMMARY:

The attached timetable for 2012/13 is broadly the same as the amended timetable agreed for 2011/12 at Cabinet on 13 April 2011.

In compiling the timetable, the following assumptions have been retained:

- (a) Cabinet will continue to meet monthly for most of the year and in the morning (10.00am).
- (b) Planning Development Control (PDC) Committee will continue to meet on one full day (usually a Thursday) every four weeks, commencing at 9.30am (the frequency was changed from a three weekly cycle in October 2011 and it is assumed this will continue).
- (c) four meetings of the Standards Committees have been scheduled as usual (to date, there has been no information from the Government about the revised Standards regime).
- (d) the provisional date for the September Council meeting has been retained following its reintroduction in 2010.
- (e) full Council meetings have been generally scheduled to avoid County Council school holidays and political party conferences. Unfortunately, the February

budget meetings have to tie in with the County Council budget setting which means that the February 2013 Council does fall within the school half-term holidays.

- (f) 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 Councils' 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 The Overview & Scrutiny Committee meetings scheduled to consider the Council's outturn reports to meet slightly later in June.
- (g) there are no direct clashes of meetings.
- (h) The Overview & Scrutiny Committee has, wherever possible, been scheduled to meet on a Monday following a Cabinet meeting.
- (i) meetings of the Cabinet (Traffic and Parking) Committee and Cabinet (Local Development Framework) Committee will continue to be arranged on an ad-hoc basis, as will Licensing & Regulation Sub-Committee meetings.

In addition, the following changes have been made:

- (j) Meetings of the same Committees have been scheduled to meet on the same day of the week (e.g. Licensing & Regulation Committees on a Thursday, Audit Committee on a Tuesday etc);
- (k) An additional meeting of The Overview and Scrutiny Committee has been scheduled in December to avoid the long gap between the November and the January meetings;
- (l) Meetings of Cabinet and The Overview and Scrutiny Committee have been scheduled to avoid party political conferences (where dates are known);
- (m) Experience so far has shown that the Informal Scrutiny Groups (ISG) have all met at different times of the day and more frequently than the previous Scrutiny Panels (for example, an ISG might decide to meet five or six times in a three month period). It is proposed that the arrangement whereby each ISG sets its own timetable continues and so there are no timetabled dates included within the published timetable.

RECOMMENDATION:

That the Timetable of Meetings for the 2012/13 Municipal Year, as set out in Appendix 1 to this report, be agreed.

OTHER CONSIDERATIONS:SUSTAINABLE COMMUNITY STRATEGY AND CHANGE PLANS (RELEVANCE TO):

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

RESOURCE IMPLICATIONS:

The Eversley Room will continue to be utilised for ISG meetings and some smaller Committee meetings, rather than larger venues such as the Walton Suite and King Charles Hall. 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 2012/13

WINCHESTER CITY COUNCIL**TIMETABLE OF MEETINGS 2012/13****Date 2012**

Wednesday 11 April	Cabinet (Provisional date if required)
<i>Wednesday 18 April</i>	<u>COUNCIL</u>
<i>Thursday 26 April</i>	<i>Planning Development Control Committee</i>
<i>Thursday 3 May</i>	<u>CITY COUNCIL ELECTIONS</u>
Monday 7 May	Bank Holiday
<i>Friday 11 May</i>	<i>Dinner in honour of Retiring Mayor</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>Tuesday 22 May</i>	<i>Councillor Training (New Councillor Induction 1)</i>
<i>Wednesday 23 May</i>	<i>Councillor Training (Planning Issues)</i>
<i>Thursday 24 May</i>	<i>Planning Development Control Committee</i>
<i>Monday 28 May</i>	<i>The Overview and Scrutiny Committee</i>
<i>Tuesday 29 May</i>	<i>Councillor Training (New Councillor Induction 2)</i>
Monday 4 June	Bank Holiday
Tuesday 5 June	Bank Holiday
<i>(italics above already approved)</i>	
Thursday 7 June	Winchester Town Forum
Monday 11 June	Personnel Committee
Tuesday 12 June	Councillor Training (Overview and Scrutiny)
Wednesday 13 June	Cabinet
Thursday 14 June	Licensing and Regulation Committee
Monday 18 June	The Overview & Scrutiny Committee
Tuesday 19 June	Councillor Training (Code of Conduct)
Wednesday 20 June	Cabinet (Housing) Committee
Thursday 21 June	Planning Development Control Committee
Tuesday 26 June	Audit Committee
Monday 2 July	Standards Committee
Wednesday 4 July	Cabinet
Monday 9 July	The Overview & Scrutiny Committee
Wednesday 18 July	<u>COUNCIL</u>
Thursday 19 July	Planning Development Control Committee
Thursday 23 August	Planning Development Control Committee
Monday 27 August	Bank Holiday
Monday 10 September	Personnel Committee
Wednesday 12 September	Cabinet

Thursday 13 September	Winchester Town Forum
Monday 17 September	The Overview & Scrutiny Committee
Tuesday 18 September	Councillor Training (Subject TBA)
Wednesday 19 September	Cabinet (Housing) Committee
Thursday 20 September	Planning Development Control Committee
Tuesday 25 September	Audit Committee

Thursday 27 September COUNCIL (PROVISIONAL DATE IF REQUIRED)

Monday 1 October	Standards Committee
Wednesday 3 October	Cabinet
Sunday 7 October	Law Sunday
Monday 8 October	The Overview and Scrutiny Committee
Thursday 11 October	Licensing & Regulation Committee
Friday 12 October	Planning District Coach Tour
Thursday 18 October	Planning Development Control Committee

Wednesday 7 November COUNCIL

Sunday 11 November	Remembrance Sunday (for information)
Wednesday 14 November	Cabinet
Thursday 15 November	Planning Development Control Committee
Monday 19 November	The Overview & Scrutiny Committee
Wednesday 21 November	Cabinet (Housing) Committee
Thursday 22 November	Winchester Town Forum
Monday 26 November	Personnel Committee
Tuesday 27 November	Councillor Training (Subject TBA)
Thursday 29 November	Licensing and Regulation Committee
Monday 3 December	Standards Committee
Tuesday 4 December	Audit Committee
Wednesday 5 December	Cabinet
Monday 10 December	The Overview and Scrutiny Committee (provisional date if required)
Thursday 13 December	Planning Development Control Committee
Tuesday 25 December	Christmas Day
Wednesday 26 December	Boxing Day

Date 2013

Tuesday 1 January **New Years Day**

Wednesday 9 January COUNCIL (PRE-BUDGET)

Thursday 10 January	Planning Development Control Committee
Monday 14 January	Personnel Committee
Tuesday 15 January	Councillor Training (Subject TBA)
Wednesday 16 January	Cabinet
Thursday 17 January	Licensing and Regulation Committee
Monday 21 January	The Overview & Scrutiny Committee
Thursday 24 January	Winchester Town Forum
Monday 28 January	Standards Committee
Wednesday 30 January	Cabinet (Housing) Committee

Thursday 7 February	Planning Development Control Committee
Wednesday 13 February	Cabinet
Monday 18 February	The Overview and Scrutiny Committee
Thursday 21 February	<u>COUNCIL (BUDGET SETTING)</u>
Thursday 7 March	Planning Development Control Committee
Monday 11 March	Personnel Committee
Tuesday 12 March	Audit Committee
Wednesday 13 March	Cabinet
Monday 18 March	The Overview & Scrutiny Committee
Tuesday 19 March	Mayors Awards Evening (tbc)
Thursday 21 March	Winchester Town Forum
Wednesday 27 March	Cabinet (Housing) Committee
Friday 29 March	Good Friday
Monday 1 April	Easter Monday
Thursday 4 April	Planning Development Control Committee
Wednesday 10 April	Cabinet (Provisional date if required)
Wednesday 17 April	<u>COUNCIL</u>
Thursday 25 April	Planning Development Control Committee
Thursday 2 May	<u>COUNTY COUNCIL ELECTIONS</u>
Monday 6 May	Bank Holiday
Friday 10 May	Dinner in honour of Retiring Mayor (tbc)
Tuesday 14 May	Informal Council Meeting
Wednesday 15 May	<u>ANNUAL COUNCIL MEETING AND MAYOR MAKING</u>
Thursday 16 May	Cabinet
Sunday 19 May	Mayor's Sunday (for information)
Monday 20 May	The Overview and Scrutiny Committee
Tuesday 21 May	Councillor Training (New Councillor Induction 1 – reserve date)
Wednesday 22 May	Councillor Training (Planning Issues)
Thursday 23 May	Planning Development Control Committee
Monday 27 May	Bank Holiday
Tuesday 28 May	Councillor Training (New Councillor Induction 2 – reserve date)

2012/13 MEETINGS ARRANGED BY COMMITTEE

(usual day of week/time in brackets)

COUNCIL (Wednesday at 7pm)

2012: 16 May, 18 Jul, 27 Sep, 7 Nov

2013: 9 Jan, THUR 21 Feb, 17 Apr

CABINET (Wednesdays at 10am)

2012: 21 Jun, 4 Jul, 12 Sep, 3 Oct, 14 Nov, 5 Dec

2013: 16 Jan, 13 Feb, 13 Mar, 10 Apr

THE OVERVIEW & SCRUTINY COMMITTEE (Mondays at 6.30pm)

2012: 18 Jun, 9 Jul, 17 Sep, 8 Oct, 19 Nov, 10 Dec

2013: 21 Jan, 18 Feb, 18 Mar

PLANNING DEVELOPMENT CONTROL (Thursdays at 9.30am)

2012: 21 Jun, 19 Jul, 23 Aug, 20 Sep, 18 Oct, 15 Nov, 13 Dec

2013: 10 Jan, 7 Feb, 7 Mar, 4 Apr, 25 Apr

AUDIT COMMITTEE (Tuesdays at 6.30pm)

2012: 26 Jun, 25 Sep, 4 Dec

2013: 12 Mar

WINCHESTER TOWN FORUM (Thursdays at 6.30pm)

2012: 7 Jun, 13 Sep, 22 Nov

2013: 24 Jan, 21 Mar

PERSONNEL COMMITTEE (Mondays at 6.30pm)

2012: 11 Jun, 10 Sep, 26 Nov

2013: 14 Jan, 11 Mar

LICENSING & REGULATION COMMITTEE (Thursdays at 6.30pm)

2012: 14 Jun, 11 Oct, 29 Nov

2013: 17 Jan

CABINET (HOUSING) COMMITTEE (Wednesdays at 10am)

2012: 20 Jun, 19 Sep, 21 Nov

2013: 30 Jan, 27 Mar

STANDARDS COMMITTEE (Mondays at 6.15pm)

2012: 2 Jul, 1 Oct, 3 Dec

2013: 28 Mar