

CABINET

18 November 2003

PROPOSED TIMETABLE OF MEETINGS 2004/05

REPORT OF CITY SECRETARY AND SOLICITOR

Contact Officer: Chris Ashcroft Tel No: 01962 848284

RECENT REFERENCES:

None.

EXECUTIVE SUMMARY:

Attached as Appendix 1 is the proposed timetable of meetings for the next Municipal Year.

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

- (a) that Cabinet will continue to meet fortnightly for most of the year and in the morning.
- (b) that Planning Development Control (PDC) Committee will meet on two consecutive days each month commencing at 2pm. This is the arrangement favoured by the Committee as an alternative to the one whole day meeting each month.
- (c) that the five Performance Improvement Committees will each continue to meet five times per year in the evenings.
- (d) five meetings of the Winchester Town Forum (Councillor meetings) have been scheduled.
- (e) the additional meetings of Principal Scrutiny and Licensing & Regulation Committee have been retained, giving 9 each during the course of the year.
- (f) it should be noted that the attached timetable proposes a change in the date of the PDC Committee scheduled for April 2004 and published in the current 2003/04 timetable (date altered from 21 & 22 April to 28 & 29 April 2004). This change maintains the 4 week cycle for PDC and enables Cabinet to meet on the 21 April 2004.

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:-

- (g) Council meetings have been scheduled to avoid HCC school half term holidays and political party conferences.
- (h) Where possible, bodies are scheduled to meet on the same day of the week.
- (i) There are no direct clashes of meetings.
- (j) The change to allow PDC Committee to meet on two afternoons each month has effectively removed 12 Wednesday evenings from the annual calendar, which would previously have been available for Committee meetings (because it cannot be guaranteed that PDC will finish by 6.30pm). It also means that Cabinet cannot meet on the same Wednesday as PDC, because it could be a very long day from those Members who serve on both bodies.
- (k) The Statement of Accounts Committee has been scheduled for 4 August 2004.
- (l) The five Performance Improvement Committees (PICs) have been scheduled so that quarterly financial outturn and related information is available for each meeting. This means that the PICs do not meet in time to have all five sets of minutes in one Council Minute Book. However, 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.
- (m) On a number of occasions, Cabinet and a Performance Improvement Committee are scheduled to meet on the same day. In previous years, Cabinet and Licensing & Regulation Committee have sometimes met on the same day without any problems. Because of the added pressure caused by PDC Committee meeting on two days and the need for the PICs to be arranged to fit in with the budget process, it has been necessary to repeat this 'morning and evening' arrangement for 2004/05.
- (n) At the request of some Members of the Committee, Licensing & Regulation Committees have been arranged to avoid meeting on a Monday or Wednesday. The detail of the new Licensing arrangements as a result of the Licensing Act 2000 are not yet known and it is possible that the current Committee meetings might need to be altered. It is also likely that additional meetings of a Licensing Panel (probably consisting of three Members) will have to be arranged, possibly for during the day. A further report on this matter will be submitted to the Licensing & Regulation Committee in due course.
- (o) The proposed timing of the elections for 10 June 2004 has resulted in the usual June/July cycle being divided either side of the elections with some Committees meeting in May instead.

RECOMMENDATION:

That the Timetable of Meetings for 2004/05 be approved

OTHER CONSIDERATIONS:

1 CORPORATE STRATEGY (RELEVANCE TO):

1.1 The Council to be more open and democratic in its work.

2 RESOURCE IMPLICATIONS:

2.1 The proposed number of scheduled meetings is only slightly more than in recent years and therefore, in that respect, there are no significant additional resource implications. However, the number of task and finish ad hoc bodies and informal working groups has increased during 2003 and this is likely to have a financial impact if the trend continues. In addition, the changes under the Licensing Act are likely to have a similar impact.

BACKGROUND DOCUMENTS:

None

APPENDICES:

Appendix 1 – Proposed Timetable of Meetings 2004/05

**WINCHESTER CITY COUNCIL****TIMETABLE OF MEETINGS 2004/05****Date 2004**

Wednesday 21 April	Cabinet
Monday 26 April	Principal Scrutiny
Wednesday 28 April	Planning Development Control Committee (2pm)
Thursday 29 April	Planning Development Control Committee (2pm)
Monday 3 May	<b>Bank Holiday</b>
Wednesday 5 May	Cabinet
Monday 17 May	Standards Committee
Tuesday 18 May	Winchester Town Forum (Councillor meeting)
Wednesday 19 May	Cabinet
Monday 24 May	Principal Scrutiny Committee
Tuesday 25 May	Licensing and Regulation Committee
Wednesday 26 May	Planning Development Control Committee (2pm)
Thursday 27 May	Planning Development Control Committee (2pm)
Monday 31 May	<b>Bank Holiday</b>
Thursday 10 June	<b><u>CITY COUNCIL AND EUROPEAN PARLIAMENTARY ELECTIONS</u></b>
Friday 18 June	Dinner in Honour of Retiring Mayor (for information)
Tuesday 22 June	Informal Council Meeting
Wednesday 23 June	<b><u>ANNUAL COUNCIL MEETING AND MAYOR MAKING</u></b>
Thursday 24 June	Cabinet
Sunday 27 June	Mayor's Sunday (for information)
Monday 28 June	Community, Arts and Social Performance Improvement Committee
Tuesday 29 June	Councillor Training (New Councillor Induction)
Wednesday 30 June	Planning Development Control Committee (2pm)
Thursday 1 July	Planning Development Control Committee (2pm)
Monday 5 July	Councillor Training (New Councillor Induction)
Tuesday 6 July	Principal Scrutiny Committee
Wednesday 7 July	Cabinet
Wednesday 7 July	Health Performance Improvement Committee
Thursday 8 July	Licensing and Regulation Committee
Monday 12 July	Environment and Access Performance Improvement Committee
Tuesday 13 July	Housing Performance Improvement Committee
Wednesday 14 July	Central Services Performance Improvement Committee
Thursday 15 July	Personnel Committee
Wednesday 21 July	<b><u>COUNCIL</u></b>

Monday 26 July	Winchester Town Forum (Councillor Meeting)
Tuesday 27 July	Cabinet
Wednesday 28 July	Planning Development Control Committee (2pm)
Thursday 29 July	Planning Development Control Committee (2pm)
Wednesday 4 August	Statement of Accounts Committee
Wednesday 11 August	Cabinet (provisional date)
Monday 30 August	<b>Bank Holiday</b>
Wednesday 1 September	Cabinet
Monday 6 September	Personnel Committee
Tuesday 7 September	Licensing & Regulation Committee
Wednesday 8 September	Planning Development Control Committee (2pm)
Thursday 9 September	Planning Development Control Committee (2pm)
Tuesday 14 September	Winchester Town Forum (Councillor meeting)
Wednesday 15 September	Cabinet
Monday 20 September	Standards Committee
Monday 27 September	Principal Scrutiny Committee
Tuesday 28 September	Councillor Training
Wednesday 29 September	Cabinet
Tuesday 5 October	Licensing & Regulation Committee
Wednesday 6 October	Planning Development Control Committee (2pm)
Thursday 7 October	Planning Development Control Committee (2pm)
Wednesday 13 October	Cabinet
Monday 18 October	Community, Arts & Social Performance Improvement Ctte
Tuesday 19 October	Health Performance Improvement Committee
Wednesday 20 October	Environment & Access Performance Improvement Ctte
Monday 25 October	Housing Performance Improvement Committee
Tuesday 26 October	Central Services Performance Improvement Committee
Wednesday 3 November	<u>COUNCIL</u>
Monday 8 November	Principal Scrutiny Committee
Tuesday 9 November	Licensing and Regulation Committee
Wednesday 10 November	Planning Development Control Committee (2pm)
Thursday 11 November	Planning Development Control Committee (2pm)
Monday 15 November	Personnel Committee
Wednesday 17 November	Cabinet
Monday 22 November	Standards Committee
Tuesday 23 November	Councillor Training
Wednesday 24 November	Winchester Town Forum (Councillor Meeting)
Monday 29 November	Community, Arts & Social Performance Improvement Ctte
Tuesday 30 November	Health Performance Improvement Committee
Wednesday 1 December	Cabinet
Wednesday 1 December	Environment & Access Performance Improvement Ctte
Thursday 2 December	Licensing and Regulation Committee
Monday 6 December	Principal Scrutiny Committee
Tuesday 7 December	Housing Performance Improvement Committee
Wednesday 8 December	Planning Development Control Committee (2pm)
Thursday 9 December	Planning Development Control Committee (2pm)
Monday 13 December	Central Services Performance Improvement Ctte
Wednesday 15 December	Cabinet

**Date 2005**

Wednesday 5 January	<b><u>COUNCIL</u></b>
Monday 10 January	Principal Scrutiny Committee
Tuesday 11 January	Licensing & Regulation Committee
Wednesday 12 January	Planning Development Control Committee (2pm)
Thursday 13 January	Planning Development Control Committee (2pm)
Monday 17 January	Personnel Committee
Tuesday 18 January	Community, Arts & Social Performance Improvement Cttee
Wednesday 19 January	Cabinet
Wednesday 19 January	Health Performance Improvement Committee
Thursday 20 January	Environment & Access Performance Improvement Cttee
Monday 24 January	Housing Performance Improvement Committee
Tuesday 25 January	Central Services Performance Improvement Committee
Thursday 27 January	Winchester Town Forum (Councillor meeting)
Monday 7 February	Standards Committee
Wednesday 2 February	Cabinet
Tuesday 8 February	Licensing and Regulation Committee
Wednesday 9 February	Planning Development Control Committee (2pm)
Thursday 10 February	Planning Development Control Committee (2pm)
Monday 14 February	Principal Scrutiny Committee
Wednesday 23 February	<b><u>COUNCIL</u></b>
Wednesday 2 March	Cabinet
Thursday 3 March	Winchester Town Forum (Councillor Meeting)
Monday 7 March	Personnel Committee
Tuesday 8 March	Community, Arts & Social Performance Improvement Cttee
Wednesday 9 March	Planning Development Control Committee (2pm)
Thursday 10 March	Planning Development Control Committee (2pm)
Monday 14 March	Health Performance Improvement Cttee
Tuesday 15 March	Licensing and Regulation Committee
Wednesday 16 March	Cabinet
Wednesday 16 March	Environment and Access Performance Improvement Committee
Thursday 17 March	Housing Performance Improvement Committee
Monday 21 March	Standards Committee
Tuesday 22 March	Central Services Performance Improvement Committee
Wednesday 23 March	Winchester Town Forum (Councillor meeting)
Friday 25 March	<b>Good Friday</b>
Monday 28 March	<b>Easter Monday</b>
Tuesday 29 March	Principal Scrutiny Committee
Wednesday 30 March	Cabinet
Wednesday 6 April	Planning Development Control Committee (2pm)
Thursday 7 April	Planning Development Control Committee (2pm)
Wednesday 13 April	<b><u>COUNCIL</u></b>
Wednesday 20 April	Cabinet

Wednesday 27 April	Planning Development Control Committee (2pm)
Thursday 28 April	Planning Development Control Committee (2pm)
Monday 2 May	<b>Bank Holiday</b>
Thursday 5 May	<u>COUNTY COUNCIL ELECTIONS</u>
Friday 13 May	Dinner in honour of Retiring Mayor (for information)
Tuesday 17 May	Informal Council Meeting
Wednesday 18 May	<u>ANNUAL COUNCIL MEETING AND MAYOR MAKING</u>
Thursday 19 May	Cabinet
Sunday 22 May	Mayor's Sunday (for information)
Monday 23 May	Councillor Training (New Councillor Induction)
Wednesday 25 May	Cabinet