

CABINET - 16 September 2009

PROPOSED TIMETABLE OF MEETINGS 2010/11

REPORT OF HEAD OF DEMOCRATIC SERVICES

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RECENT REFERENCES:

CAB1703 – Proposed Timetable of Meetings 2009/10, 17 September 2008

EXECUTIVE SUMMARY:

The attached timetable for 2010/11 is broadly the same as the timetable agreed for the previous two Municipal Years. The main change relates to the reinstatement of a provisional date for the September Council meeting (as this year it has been necessary to arrange an additional Council meeting on 1 October 2009).

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 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).

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) as agreed for 2009/10, 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.
- (g) there are no direct clashes of meetings.
- (h) 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 was subsequently agreed that Cabinet be moved to Wednesday 4 February 2009 and Principal Scrutiny Committee was also rescheduled to meet on Monday 9 February 2009.

However, the proposed scheduling of Council on 24 February 2011 (to tie in with the County Council meeting) enables Cabinet and Principal Scrutiny Committee to meet slightly later (on 9 February and 14 February 2011 respectively).

It is noted that discussions are ongoing regarding possible changes to the Council's scrutiny arrangements. However, the attached timetable has necessarily been based on existing arrangements, in order to ensure meeting dates are in diaries and meeting rooms are booked without undue delay.

RECOMMENDATIONS:

That the Timetable of Meetings for the 2010/11 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:

None.

RISK MANAGEMENT ISSUES

None directly for Winchester City Council.

BACKGROUND DOCUMENTS: None

APPENDICES: Appendix 1 – Proposed Timetable of Meetings 2010/11

WINCHESTER CITY COUNCIL**TIMETABLE OF MEETINGS 2010/11****Date 2010**

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
Sunday 30 May	Mayor's Sunday (for information)
Monday 31 May	Bank Holiday
Tuesday 1 June	Councillor Training (New Councillor Induction 2)

(italics above already approved subject to amendments shown in tracking)

Monday 7 June	Personnel Committee
Wednesday 9 June	Cabinet
Thursday 10 June	Licensing and Regulation Committee
Monday 14 June	Principal Scrutiny Committee
Tuesday 15 June	Councillor Training (Code of Conduct)
Wednesday 16 June	Winchester Town Forum (Councillors' meeting)
Thursday 17 June	Planning Development Control Committee
Tuesday 22 June	Councillor Training (Overview and Scrutiny)
Tuesday 29 June	Statement of Accounts Committee
Monday 5 July	Standards Committee
Wednesday 7 July	Cabinet
Thursday 8 July	Planning Development Control Committee
Monday 12 July	Principal Scrutiny Committee
Thursday 15 July	Social Issues Scrutiny Panel
Monday 19 July	Local Economy Scrutiny Panel
Tuesday 20 July	Environment Scrutiny Panel
Wednesday 21 July	<u>COUNCIL</u>
Thursday 22 July	Resources Scrutiny Panel

Thursday 29 July	Planning Development Control Committee
Thursday 26 August	Planning Development Control Committee
Monday 30 August	Bank Holiday
Monday 13 September	Personnel Committee
Wednesday 15 September	Cabinet
Thursday 16 September	Planning Development Control Committee
Monday 20 September	Principal Scrutiny Committee
Tuesday 21 September	Councillor Training (Subject TBA)
Monday 27 September	Standards Committee

Wednesday 29 September COUNCIL (PROVISIONAL DATE IF REQUIRED)

Tuesday 5 October	Licensing & Regulation Committee
Wednesday 6 October	Winchester Town Forum (Councillors' Meeting)
Thursday 7 October	Planning Development Control Committee
Sunday 10 October	Law Sunday (for information)
Wednesday 13 October	Cabinet
Monday 18 October	Principal Scrutiny Committee
Thursday 28 October	Planning Development Control Committee

Wednesday 3 November COUNCIL

Monday 8 November	Personnel Committee
Wednesday 10 November	Cabinet
Thursday 11 November	Social Issues Scrutiny Panel
Sunday 14 November	Remembrance Sunday (for information)
Monday 15 November	Principal Scrutiny Committee
Tuesday 16 November	Local Economy Scrutiny Panel
Wednesday 17 November	Environment Scrutiny Panel
Thursday 18 November	Planning Development Control Committee
Monday 22 November	Resources Scrutiny Panel
Wednesday 24 November	Winchester Town Forum (Councillors' Meeting)
Monday 29 November	Standards Committee
Tuesday 30 November	Councillor Training (Subject TBA)
Wednesday 1 December	Licensing and Regulation Committee
Wednesday 8 December	Cabinet
Thursday 9 December	Planning Development Control Committee
Saturday 25 December	Christmas Day
Sunday 26 December	Boxing Day
Monday 27 December	Bank Holiday
Tuesday 28 December	Bank Holiday

Date 2011

Friday 1 January **Bank Holiday**

Thursday 6 January Planning Development Control Committee

Wednesday 12 January COUNCIL (PRE-BUDGET)

Tuesday 18 January	Councillor Training (Subject TBA)
Wednesday 19 January	Cabinet
Monday 24 January	Principal Scrutiny Committee
Tuesday 25 January	Licensing and Regulation Committee
Wednesday 26 January	Winchester Town Forum (Councillors' meeting)
Thursday 27 January	Planning Development Control Committee

Monday 31 January	Standards Committee
Tuesday 1 February	Social Issues Scrutiny Panel
Thursday 3 February	Local Economy Scrutiny Panel
Tuesday 8 February	Environment Scrutiny Panel
Wednesday 9 February	Cabinet
Thursday 10 February	Resources Scrutiny Panel
Monday 14 February	Principal Scrutiny Committee
Thursday 17 February	Planning Development Control Committee
Thursday 24 February	<u>COUNCIL (BUDGET SETTING)</u>
Monday 28 February	Personnel Committee
Monday 7 March	Principal Scrutiny Committee
Tuesday 8 March	Local Economy Scrutiny Panel
Wednesday 9 March	Social Issues Scrutiny Panel
Thursday 10 March	Planning Development Control Committee
Monday 14 March	Environment Scrutiny Panel
Wednesday 16 March	Cabinet
Thursday 17 March	Resources Scrutiny Panel
Wednesday 23 March	Winchester Town Forum (Councillors' Meeting)
Thursday 31 March	Planning Development Control Committee
Wednesday 6 April	<u>COUNCIL</u>
Wednesday 13 April	Cabinet (Provisional date if required)
Thursday 21 April	Planning Development Control Committee
Friday 22 April	Good Friday
Monday 25 April	Easter Monday
Monday 2 May	Bank Holiday
Thursday 5 May	<u>CITY COUNCIL ELECTIONS</u>
Friday 13 May	Dinner in honour of Retiring Mayor (alternative date for information)
Tuesday 18 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)
Tuesday 24 May	Councillor Training (New Councillor Induction 1)
Wednesday 25 May	Councillor Training (Planning Issues)
Thursday 26 May	Planning Development Control Committee
Monday 30 May	Bank Holiday
Tuesday 31 May	Councillor Training (New Councillor Induction 2)

Meeting Totals (for 10/11 Municipal Year)

Full Council	7
Cabinet	11
Planning DC	15
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	76