



PORTFOLIO HOLDER DECISION NOTICE

INDIVIDUAL DECISION BY THE LEADER OF THE COUNCIL

TOPIC - PROPOSED TIMETABLE OF COMMITTEE MEETINGS 2019/20

PROCEDURAL INFORMATION

The Access to Information Procedure Rules – Part 4, Section 22 of the Council's Constitution provides for a decision to be made by an individual member of Cabinet.

In accordance with the Procedure Rules, the Head of Legal Services (Interim), the Chief Executive and the Strategic Director: Resources are consulted together with Chairman and Vice Chairman of The Overview and Scrutiny Committee and any other relevant overview and scrutiny committee. In addition, all Members are notified.

If five or more Members from those informed so request, the Leader may require the matter to be referred to Cabinet for determination.

Contact Officers:

Case Officer: Matthew Watson Mwatson@Winchester.Gov.Uk 01962 848 317

Democratic Services Officer: As Above

SUMMARY

The attached calendar of meetings for 2019/20 is based on the revised timetable agreed for 2018/19 (PHD763Revised refers).

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

- Cabinet meetings will continue to meet approximately six-weekly (apart from during the budget cycle where it will meet more frequently.)
- The Overview & Scrutiny Committee is generally scheduled to meet on a Monday evening approximately two weeks prior to Cabinet.
- Planning Committee will continue to meet on one full day (a Thursday) and usually every four weeks, commencing at 9.30am.
- Full Council and Cabinet meetings have been scheduled to avoid County Council school holidays and political party conferences. The February budget meetings also have to tie in with other pre-cepting authorities budget setting.

- Further meetings of the three major projects Cabinet Committees (Central Winchester Regeneration; Station Approach; and Leisure Centre) have been scheduled.
- Meetings of the Cabinet (Traffic and Parking) Committee and Cabinet (Local Plan) Committee will continue to be arranged on an ad-hoc basis (as such, a meeting of the latter has been arranged for 5 June 2019). Licensing & Regulation Sub-Committee meetings are also arranged on an ad hoc basis.
- Where possible, meetings of the same Committees have been scheduled to meet on the same day of the week (e.g. The Overview and Scrutiny Committee on a Monday and Audit Committee on a Thursday etc.).
- The forthcoming proposed changes to the Constitution might impact on the dates set out but every effort will be taken to minimise future date changes.

DECISION

That the Timetable of Meetings for 2019/20 be agreed as set out in Appendix 1.

REASON FOR THE DECISION AND OTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

As set out above.

RESOURCE IMPLICATIONS:

Meetings that are held in Winchester will continue to be held in smaller Guildhall rooms for informal meetings and some smaller Committee meetings wherever possible (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.

DATA PROTECTION IMPACT ASSESSMENT

None Required

CONSULTATION UNDERTAKEN ON THE DECISION

Senior Officers have been consulted on these draft proposals.
All members have been consulted via the Portfolio Holder Decision Notice

**FURTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED
FOLLOWING PUBLICATION OF THE DRAFT PORTFOLIO HOLDER DECISION
NOTICE**

N/A

**DECLARATION OF INTERESTS BY THE DECISION MAKER OR A MEMBER OR
OFFICER CONSULTED**

N/A

DISPENSATION GRANTED BY THE STANDARDS COMMITTEE

NONE

Approved by: (signature)

Date of Decision
29 January 2019

Councillor Horrill – Leader of the Council

APPENDICES:

Appendix 1:

Proposed Timetable of Committee Meetings 2019/20