



DRAFT PORTFOLIO HOLDER DECISION NOTICE

PROPOSED INDIVIDUAL DECISION BY THE LEADER

TOPIC – PROPOSED TIMETABLE OF COMMITTEE MEETINGS 2018/19

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 Legal Services Manager, 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.

If you wish to make representation on this proposed Decision please contact the relevant Portfolio Holder and the following Democratic Services Officer by 5.00pm on Friday 23 March 2018.

Contact Officers:

Case Officer: Nancy Graham, Tel: 01962 848 235, ngraham@winchester.gov.uk

Democratic Services Officer: Nancy Graham (as above)

SUMMARY

- The attached timetable for 2018/19 is based on the revised timetable agreed for 2017/18 (PHD751Revised refers).
- In compiling the timetable, the following assumptions have been retained:
 - Cabinet meetings will continue to meet six-weekly (apart from during the budget cycle where it will continue to meet more frequently, and other the summer recess where there is a longer break). The practice of every other Cabinet meeting being held at different venues around the District will continue.
 - The Overview & Scrutiny Committee is scheduled to meet on a Monday evening approximately two weeks prior to Cabinet.
 - Planning Committee will continue to meet on one full day (usually a Thursday) and usually every four weeks, commencing at 9.30am. To avoid Planning Committee meeting on the day following full Council, some

dates have been amended for 2018/19 (resulting in a five week gap between meetings at times).

- Where possible, full Council and Cabinet meetings have been scheduled to avoid County Council school holidays and political party conferences (where dates available for the latter). The February budget meetings also have to tie in with other precepting authorities budget setting.
- Following on from Members' request for an additional Council meeting in September 2017, a Council meeting has been scheduled for Wednesday 26 September 2018 as a provisional date, if required.
- there are no direct clashes of meetings.
- 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 29 October 2018). 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).
- Experience so far has shown that both the Informal Policy Groups (IPGs) and Informal Scrutiny Groups (ISG) have all met at different times of the day. It is proposed that the arrangement whereby if and when required, each Group sets its own timetable continues and so there are no timetabled dates included within the published timetable.
- 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.

PROPOSED DECISION

That the Timetable of Meetings for 2018/19 be agreed as set out in Appendix 1.

REASON FOR THE PROPOSED 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.

CONSULTATION UNDERTAKEN ON THE PROPOSED DECISION

The Leader and other Cabinet Members, together with the Leaders of opposition groups, have been consulted.

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

n/a

Approved by: (signature)

Date of Decision:

Councillor Caroline Horrill – Leader

Appendix: Proposed Timetable of Committee Meetings 2018/19

COMMITTEE TIMETABLE OF MEETINGS 2018/19

(items in italics already agreed)

<i>Thursday 3 May</i>	<u>CITY COUNCIL ELECTIONS</u>
<i>Monday 7 May</i>	<i>Bank Holiday</i>
Wednesday 9 May	Member Briefing (Leisure Centre)
Thursday 10 May	Member Briefing (Central Winchester Regeneration)
<i>Friday 11 May</i>	<i>Dinner in honour of Retiring Mayor</i>
Monday 14 May	Central Winchester Regeneration Informal Policy Group
<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</i>
<i>Monday 21 May</i>	<i>The Overview and Scrutiny Committee</i>
Tuesday 22 May	Councillor Induction (NB All Member)
<i>Tuesday 22 May</i>	<i>Councillor Training (New Councillor Induction 1)</i>
Wednesday 23 May	EHDC/WCC Joint Environmental Services Committee
<i>Wednesday 23 May</i>	<i>Councillor Training (Planning Issues)</i>
<i>Thursday 24 May</i>	<i>Planning Committee</i>
Monday 28 May	Bank Holiday
<i>Thursday 31 May</i>	<i>Audit Committee (preceded by training for Audit Members at 5.00pm)</i>
Monday 4 June	Joint Audit Committee and The Overview and Scrutiny Committee (Special)
Tuesday 5 June	Member Briefing (Revised Constitution)
Wednesday 6 June	Cabinet (Special Meeting)
Thursday 7 June	Cabinet (Leisure Centre) Committee
Tuesday 12 June	Member Training (Safeguarding etc)
Wednesday 13 June	Winchester Town Forum
Thursday 14 June	Licensing and Regulation Committee
Tuesday 19 June	Councillor Training (Code of Conduct)
Wednesday 20 June	Cabinet
Thursday 21 June	Planning Committee
Monday 25 June	Standards Committee
Tuesday 26 June	Barton Farm Forum
Wednesday 27 June	<u>COUNCIL</u>
Monday 2 July	Personnel Committee
Wednesday 4 July	Cabinet (Housing) Committee
Monday 9 July	The Overview & Scrutiny Committee (Special)
Tuesday 10 July	Cabinet (Central Winchester Regeneration) Committee
Wednesday 11 July	North Whiteley Development Forum (TBC)
Wednesday 18 July	Cabinet
Thursday 19 July	Cabinet (Station Approach) Committee
Thursday 26 July	Planning Committee

Tuesday 31 July	Audit Committee
Thursday 16 August	Planning Committee
Monday 27 August	Bank Holiday
Monday 3 September	The Overview & Scrutiny Committee
Wednesday 12 September	Winchester Town Forum
Thursday 13 September	Licensing & Regulation Committee
Wednesday 19 September	Cabinet
Thursday 20 September	Planning Committee
Tuesday 25 September	Cabinet (Central Winchester Regeneration) Committee

Wednesday 26 September COUNCIL (PROVISIONAL DATE IF REQUIRED)

Monday 1 October	Personnel Committee
Wednesday 3 October	Cabinet (Housing) Committee
Friday 5 October	Planning District Coach Tour
Monday 8 October	Standards Committee
Thursday 11 October	Planning Committee – Informal Meeting
Sunday 14 October	Law Sunday
Monday 15 October	The Overview and Scrutiny Committee
Thursday 18 October	Planning Committee
Monday 29 October	Cabinet (Local Plan) Committee
Tuesday 30 October	North Whiteley Development Forum (tbc)
Wednesday 31 October	Cabinet
Thursday 1 November	Cabinet (Leisure Centre) Committee
Tuesday 6 November	Barton Farm Forum

Wednesday 7 November COUNCIL

Sunday 11 November	Remembrance Sunday
Wednesday 14 November	Winchester Town Forum
Thursday 15 November	Planning Committee
Tuesday 20 November	Cabinet (Station Approach) Committee
Wednesday 21 November	Cabinet (Housing) Committee
Thursday 22 November	Personnel Committee
Monday 26 November	The Overview and Scrutiny Committee
Thursday 29 November	Audit Committee
Thursday 6 December	Licensing and Regulation Committee
Wednesday 12 December	Cabinet
Thursday 13 December	Planning Committee
Tuesday 25 December	Christmas Day
Wednesday 26 December	Boxing Day

DATE 2019

Tuesday 1 January	New Years Day
Thursday 10 January	Planning Committee
Monday 14 January	Personnel Committee
Tuesday 15 January	Councillor Training (Treasury Management)

Wednesday 16 January COUNCIL

Thursday 17 January Winchester Town Forum

Monday 21 January	Standards Committee
Wednesday 23 January	Cabinet
Thursday 24 January	Barton Farm Forum
Monday 28 January	The Overview and Scrutiny Committee
Tuesday 29 January	Councillor Training (TBA)
Wednesday 30 January	Cabinet (Housing) Committee
Wednesday 13 February	Cabinet
Thursday 14 February	Planning Committee
Wednesday 20 February	North Whiteley Development Forum (tbc)
Thursday 21 February	Licensing and Regulation Committee
Monday 25 February	The Overview & Scrutiny Committee
Tuesday 26 February	Cabinet (Station Approach) Committee
Thursday 28 February	<u>COUNCIL (BUDGET SETTING)</u>
Thursday 7 March	Audit Committee
Monday 11 March	Personnel Committee
Wednesday 13 March	Cabinet
Thursday 14 March	Planning Committee
Monday 18 March	Barton Farm Forum
Tuesday 19 March	Cabinet (Central Winchester Regeneration) Committee
Wednesday 20 March	Cabinet (Housing) Committee
<u>Thursday 21 March</u>	Winchester Town Forum
Thursday 11 April	Planning Committee
Friday 19 April	Good Friday
Monday 22 April	Easter Monday
Wednesday 24 April	Cabinet (if required)
Thursday 2 May	<u>CITY COUNCIL ELECTIONS</u>
Monday 6 May	Bank Holiday
Friday 10 May	Dinner in honour of Retiring Mayor
Tuesday 14 May	Informal Council Meeting
Wednesday 15 May	<u>ANNUAL COUNCIL MEETING AND MAYOR MAKING</u>
<u>Thursday 16 May</u>	Cabinet
Sunday 19 May	Mayor's Sunday
Monday 20 May	The Overview and Scrutiny Committee
Tuesday 21 May	Councillor Training (New Councillor Induction 1)
Wednesday 22 May	Councillor Training (Planning Issues)
Thursday 23 May	Planning Committee
Monday 27 May	Bank Holiday
Thursday 30 May	Audit Committee (<i>preceded by training for Audit Members at 5pm</i>)
Tuesday 4 June	Councillor Training (New Councillor Induction 2)

COUNCIL (Wednesday* at 7pm)

2018: Tue 15 May (Informal); 16 May; 27 June; 26 September (if required); 7 November

2019: 16 January; Thur 28 February; Tue 14 May (Informal); 15 May

CABINET (Wednesday* at 4.30pm)

2018: Thur 17 May; 6 June (special meeting - CWR); 20 June; 18 Jul; 19 Sept; 31 Oct; 12 Dec

2019: 13 Feb; 13 Mar; 24 Apr (if required); Thur 16 May

CABINET (HOUSING) COMMITTEE (Wednesday at 4.30pm)

2018: 4 Jul; 3 Oct; 21 Nov

2019: 30 Jan; 20 Mar

CABINET (CENTRAL WINCHESTER REGENERATION) COMMITTEE (Tuesday at 4.30pm)

2018: 10 Jul; 25 Sept

2019: 19 Mar

CABINET (LEISURE CENTRE) COMMITTEE (Thursday at 4.30pm)

2018: 7 Jun; 1 Nov

CABINET (STATION APPROACH) COMMITTEE (Tuesday at 4.30pm)

2018: 3 Jul; 20 Nov

2019: 26 Feb

THE OVERVIEW AND SCRUTINY COMMITTEE (Monday at 6.30pm)

2018: 21 May; 4 June (joint with Audit); 9 July (Special – Station Approach); 3 September; 15 Oct; 26 Nov;

2019: 28 Jan; 25 Feb; 20 May

PLANNING COMMITTEE (Thursday at 9.30am)

2018: 24 May; 21 Jun; 26 Jul; 16 Aug; 20 Sep; 18 Oct; 15 Nov; 13 Dec

2019: 10 Jan; 14 Feb; 14 Mar; 11 Apr; 23 May

AUDIT COMMITTEE (Thursdays at 6.30pm)

2018: 31 May; 4 June (joint with OSC); Tue 31 Jul; 29 Nov

2019: 7 Mar; 30 May

WINCHESTER TOWN FORUM (Wednesday* at 6.30pm)

2018: 13 Jun; 12 Sep; 14 Nov
2019: Thur 17 Jan; Thur 21 Mar

PERSONNEL COMMITTEE (Monday at 6.30pm)

2018: 2 Jul; 1 Oct; 22 Nov
2019: 14 Jan; 11 Mar

LICENSING & REGULATION COMMITTEE (Thursday at 6.30pm)

2018: 14 Jun; 13 Sep; 6 Dec
2019: 21 Feb

STANDARDS COMMITTEE (Monday* at 6.30pm)

2018: 25 Jun; 8 Oct
2019: 21 Jan

Day/ Month	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19
1						Personnel	Cabinet (LC)						
2			Personnel										City Council Elections
3	City Council Elections				Overview & Scrutiny	Cabinet (Housing) Committee							
4		Joint Audit Committee and Overview & Scrutiny	Cabinet (Housing) Committee										
5		Member Briefing (Revised Constitution)				Planning Member's Coach Tour						Easter Holidays	
6		Cabinet (Special)					Barton Farm Forum	Licensing & Regulation					PURDAH ENDS
7	PURDAH ENDS	Cabinet (LC)					Council				Audit Committee		
8						Standards							
9	Member Briefing (Leisure Centre)		Overview & Scrutiny (Special)										
10	Member Briefing (CWR)		Cabinet (CWR)						Planning				Retiring Mayor's Dinner
11	Retiring Mayor's Dinner		North Whiteley Development Forum (TBC)			Planning (informal)	Remembrance Sunday				Personnel	Planning	
12		Member Training (Safeguarding etc)			Winchester Town Forum			Cabinet					
13		Winchester Town Forum			Licensing & Regulation			Planning		Cabinet	Cabinet		
14	Central Winchester Regeneration IPG	Licensing and Regulation				Law Sunday	Winchester Town Forum		Personnel	Planning	Planning		Informal Council
15	Informal Council					Overview & Scrutiny	Planning		Councillor Training				Council
16	Annual Council			Planning					Council				Cabinet
17	Cabinet								Winchester Town Forum				
18			Cabinet			Planning				February Half Term	Barton Farm Forum		
19		Councillor Training (Code of Conduct)	Cabinet (SA)		Cabinet						Cabinet (CWR)		Mayor's Sunday
20	Mayor's Sunday	Cabinet			Planning		Cabinet (SA)			North Whiteley Development Forum (TBC)	Cabinet (Housing) Committee		Overview & Scrutiny
21	Overview & Scrutiny	Planning					Cabinet (Housing) Committee		Standards	Licensing and Regulation	Winchester Town Forum		Councillor Training - New Clr Induction
22	Councillor Induction (NB All Member)					October Half Term	Personnel						Councillor Training - Planning Issues
23	EHDC/WCC Joint Env Services								Cabinet				Planning
24	Planning		School Summer Holidays					Christmas School Holidays	Barton Farm Forum			Cabinet (if required)	
25		Standards				Cabinet (CWR)				Overview & Scrutiny	PURDAH STARTS		
26		Barton Farm Forum	Planning			Council (if required)		Overview & Scrutiny		Cabinet (SA)			
27		Council											May Half Term
28	May Half Term							Overview & Scrutiny	Council (Budget Setting)				
29							Cabinet (Local Plan)	Audit Committee		Councillor Training			
30							North Whiteley Development Forum (TBC)			Cabinet (Housing) Committee			Audit Committee
31	Audit Committee		Audit Committee				Cabinet						