



PORTFOLIO HOLDER DECISION NOTICE

INDIVIDUAL DECISION BY THE LEADER

TOPIC – PROPOSED TIMETABLE OF COMMITTEE MEETINGS 2016/17

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 Chief Operating Officer, the Chief Executive and the Chief Finance Officer 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: Nancy Graham, Tel: 01962 848 235, ngraham@winchester.gov.uk

Democratic Services Officer: Nancy Graham (as above)

SUMMARY

- The attached timetable for 2016/17 is based on the timetable agreed for 2015/16 (PHD599 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). Special meetings of Cabinet will be arranged as required (for information, four special meetings were held in 14/15 and three special meetings have already been arranged for 15/16);
 - The Overview & Scrutiny Committee has, wherever possible, been scheduled to meet on a Monday following a Cabinet meeting. Special meetings of The Overview and Scrutiny Committee are also arranged as required (for information, two special meetings have already been arranged for 15/16);

- The April 2017 Council has been moved slightly earlier to fall outside the Easter school holidays;
- Planning Committee will continue to meet on one full day (usually a Thursday) every four weeks, commencing at 9.30am.
- full Council meetings have been generally 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 the County Council budget setting.
- there are no direct clashes of meetings.
- meetings of the Cabinet (Traffic and Parking) Committee and Cabinet (Local Plan) Committee will continue to be arranged on an ad-hoc basis and this approach will be continued for the new Cabinet (Major Projects) Committee. Licensing & Regulation Sub-Committee meetings are also arranged on an ad hoc basis.
- 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);
- Meetings of Cabinet and The Overview and Scrutiny Committee have been scheduled to avoid party political conferences (where dates are known).
- 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.

DECISION

That the Timetable of Meetings for 2016/17 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:

The Eversley Room will continue to be utilised for small informal 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.

CONSULTATION UNDERTAKEN ON THE 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: 13.10.15

Councillor Stephen Godfrey – Leader

COMMITTEE TIMETABLE OF MEETINGS 16/172016NB dates in italics all previously agreed, subject to change detailed below.

<i>Wednesday 13 April</i>	<u>COUNCIL</u>
<i>Wednesday 20 April</i>	<i>Cabinet (if required)</i>
<i>Thursday 21 April</i>	<i>Planning Committee</i>
Monday 2 May	Bank Holiday
<i>Thursday 5 May</i>	<u>CITY COUNCIL ELECTIONS</u>
<i>Friday 13 May</i>	<i>Dinner in honour of Retiring Mayor</i>
<i>Tuesday 17 May</i>	<i>Informal Council Meeting</i>
<i>Wednesday 18 May</i>	<u>ANNUAL COUNCIL MEETING AND MAYOR MAKING</u>
<i>Thursday 19 May</i>	<i>Cabinet</i>
<i>Sunday 22 May</i>	<i>Mayor's Sunday</i>
<i>Monday 23 May</i>	<i>The Overview and Scrutiny Committee</i>
<i>Tuesday 24 May</i>	<i>Councillor Training (New Councillor Induction 1)</i>
<i>Wednesday 25 May</i>	<i>Councillor Training (Planning Issues)</i>
<i>Thursday 26 May</i>	<i>Planning Committee</i>
Monday 30 May	Bank Holiday
<i>Tuesday 31 May</i>	<i>Councillor Training (New Councillor Induction 2)</i>
<i>Tuesday 7 June</i>	<i>Councillor Training (New Councillor Induction 2) (Subject TBA)</i>
<i>Wednesday 8 June</i>	<i>Cabinet (if required)</i>
<i>Monday 13 June</i>	<i>The Overview and Scrutiny Committee (if required)</i>
<i>Tuesday 14 June</i>	<i>Councillor Training (Code of Conduct)</i>
<i>Wednesday 15 June</i>	<i>Winchester Town Forum</i>
<i>Thursday 16 June</i>	<i>Licensing and Regulation Committee</i>
<i>Monday 20 June</i>	<i>Personnel Committee</i>
<i>Thursday 23 June</i>	<i>Planning Committee</i>
<i>Monday 27 June</i>	<i>Standards Committee</i>
<i>Tuesday 28 June</i>	<i>Audit Committee</i>
<i>Wednesday 29 June</i>	<i>Cabinet (Housing) Committee</i>
<i>Wednesday 6 July</i>	<i>Cabinet</i>
<i>Monday 11 July</i>	<i>The Overview & Scrutiny Committee</i>
<i>Wednesday 20 July</i>	<u>COUNCIL</u>
<i>Thursday 21 July</i>	<i>Planning Committee</i>
<i>Thursday 18 August</i>	<i>Planning Committee</i>
Monday 29 August	Bank Holiday
<i>Wednesday 7 September</i>	<i>Cabinet</i>
<i>Monday 12 September</i>	<i>The Overview & Scrutiny Committee</i>
<i>Tuesday 13 September</i>	<i>Councillor Training (Audit Committee)</i>
<i>Thursday 15 September</i>	<i>Planning Committee</i>
<i>Monday 19 September</i>	<i>Standards Committee</i>
<i>Wednesday 21 September</i>	<i>Winchester Town Forum</i>
<i>Monday 26 September</i>	<i>Personnel Committee</i>

Wednesday 28 September Cabinet (Housing) Committee
 Thursday 29 September Audit Committee
 Thursday 6 October Planning Committee – Informal Meeting
 Thursday 6 October Licensing & Regulation Committee
 Friday 7 October Planning District Coach Tour
 Sunday 9 October Law Sunday
 Thursday 13 October Planning Committee
 Monday 17 October The Overview and Scrutiny Committee
 Wednesday 19 October Cabinet

Wednesday 2 November COUNCIL

Thursday 10 November Planning Committee
 Sunday 13 November Remembrance Sunday
 Wednesday 16 November Winchester Town Forum
 Monday 21 November Personnel Committee
 Tuesday 22 November Councillor Training (Subject TBA)
 Wednesday 23 November Cabinet (Housing) Committee
 Thursday 25 November Audit Committee
 Monday 28 November Standards Committee
 Thursday 1 December Licensing and Regulation Committee
 Wednesday 7 December Cabinet
 Thursday 8 December Planning Committee
 Monday 12 December The Overview and Scrutiny Committee

Sunday 25 December Christmas Day
Monday 26 December Boxing Day
Tuesday 28 December Bank Holiday

DATE 2017

Sunday 1 January New Years Day
Monday 2 January Bank Holiday

Wednesday 11 January COUNCIL (PRE-BUDGET)

Thursday 12 January Planning Committee
 Monday 16 January Personnel Committee
 Tuesday 17 January Councillor Training (Treasury Management)
 Wednesday 18 January Cabinet
 Thursday 19 January Licensing and Regulation Committee
 Monday 23 January The Overview & Scrutiny Committee
 Wednesday 25 January Winchester Town Forum
 Monday 30 January Standards Committee
 Tuesday 31 January Councillor Training (TBA)
 Wednesday 1 February Cabinet (Housing) Committee
 Wednesday 8 February Cabinet
 Thursday 9 February Planning Committee
 Monday 13 February The Overview and Scrutiny Committee

Thursday 16 February COUNCIL (BUDGET SETTING)

Thursday 23 February Audit Committee
 Monday 6 March Personnel Committee

Wednesday 8 March	Winchester Town Forum
Thursday 9 March	Planning Committee
Wednesday 15 March	Cabinet
Thursday 16 March	Licensing and Regulation Committee
Monday 20 March	The Overview & Scrutiny Committee
Wednesday 22 March	Cabinet (Housing) Committee
Thursday 30 March	Planning Committee

Wednesday 5 April	<u>COUNCIL</u>
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Friday 14 April	Good Friday
Monday 17 April	Easter Monday
Wednesday 26 April	Cabinet (if required)
Thursday 27 April	Planning Committee
Monday 1 May	Bank Holiday

Thursday 4 May	<u>COUNTY COUNCIL ELECTIONS</u>
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Friday 12 May	Dinner in honour of Retiring Mayor
Tuesday 16 May	Informal Council Meeting

Wednesday 17 May	<u>ANNUAL COUNCIL MEETING AND MAYOR MAKING</u>
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<u>Thursday</u> 18 May	Cabinet
Sunday 21 May	Mayor's Sunday
Monday 22 May	The Overview and Scrutiny Committee
Wednesday 24 May	Councillor Training (Planning Issues)
Thursday 25 May	Planning Committee
Monday 29 May	Bank Holiday

2016/2017 meetings arranged by CommitteeCOUNCIL (Wednesday* at 7pm)

2016: 13 Apr; Tue 17 May (Informal); 18 May; 20 Jul; 2 Nov
 2017: 11 Jan; Thur 16 Feb; 5 Apr

CABINET (Wednesday* at 10am)

2016: 20 Apr; Thur 19 May; 8 Jun; 6 Jul; 7 Sept; 19 Oct; 7 Dec
 2017: 18 Jan; 8 Feb; 15 Mar; 26 Apr; 18 May

THE OVERVIEW AND SCRUTINY COMMITTEE (Monday at 6.30pm)

2016: 23 May; 13 Jun; 11 Jul; 12 Sept; 17 Oct; 12 Dec
 2017: 23 Jan; 13 Feb; 20 Mar; 22 May

PLANNING COMMITTEE (Thursday at 9.30am)

2016: 21 Apr; 26 May; 23 Jun; 21 Jul; 25 Aug; 15 Sept; 13 Oct; 10 Nov; 8 Dec
 2017: 12 Jan; 9 Feb; 9 Mar; 30 Mar; 27 Apr

CABINET (HOUSING) COMMITTEE (Wednesday at 4pm)

2016: 29 Jun; 28 Sept; 23 Nov
 2017: 1 Feb; 22 Mar

AUDIT COMMITTEE (Thursdays* at 6.30pm)

2016: Tue 28 Jun; 29 Sep; 25 Nov
 2017: 23 Feb

WINCHESTER TOWN FORUM (Wednesday at 6.30pm)

2016: 15 Jun; 21 Sept; 16 Nov
 2017: 25 Jan; 8 Mar

PERSONNEL COMMITTEE (Mondays at 6.30pm)

2016: 20 Jun; 26 Sept; 21 Nov
 2017: 16 Jan; 6 Mar

LICENSING & REGULATION COMMITTEE (Thursday at 6.30pm)

2016: 16 Jun; 6 Oct; 1 Dec
 2017: 19 Jan; 16 Mar

STANDARDS COMMITTEE (Monday at 6.15pm)

2016: 27 Jun; 19 Sept; 28 Nov
 2017: 30 Jan

**except where stated*