

WEST OXFORDSHIRE DISTRICT COUNCIL
COUNCIL – WEDNESDAY 21 JANUARY 2015
PROGRAMME OF MEETINGS 2015/2016
REPORT OF THE HEAD OF DEMOCRATIC SERVICES
(Contact: Keith Butler, Tel: (01993) 861521)

1. PURPOSE

To consider and agree a programme of meetings for the civic year 2015/2016.

2. RECOMMENDATIONS

- (a) That the Calendar of Meetings for 2015/2016 set out in the [Appendix](#) to this report be approved; and
- (b) That the times for the first meetings of the Overview and Scrutiny Committees after the annual meeting of the Council be as set out in the [Appendix](#), but that each Committee be invited to consider the timing of its subsequent meetings during the year.

3. BACKGROUND

- 3.1. The [Appendix](#) to this report sets out the suggested dates for 2015/2016. The programme reflects the constitution of the Council and the fact that, as in previous years, it is not anticipated that the Development Control, Licensing and Urgency Committees will meet with any regularity, meaning that dates have not been scheduled for meetings of those Committees.

Cabinet

- 3.2. As in 2014/2015, Cabinet meetings have been scheduled monthly.
- 3.3. It should be clarified that although Cabinet meetings are included in the attached programme for ease of reference, it is entirely a matter for the Leader as to the dates, timings and frequency of its meetings. The requirement of the Constitution is that it shall meet at least 12 times a year.

Licensing

- 3.4. No meetings of either the Miscellaneous Licensing Sub-Committee or the Licensing Panel have been scheduled because the need for meetings is uncertain and, in each case, meetings will continue to be arranged as necessary. This continues what has been the practice for a number of years. The experience has been that it has not been difficult to arrange Sub-Committees and Panels when needed and therefore no change in this approach has been proposed.
- 3.5. As mentioned above, meetings of the Licensing Committee have again not been scheduled. Accordingly should a meeting be necessary then the Chairman will be asked to agree a date, just as currently happens with the Development Control and Urgency Committees.

Overview and Scrutiny

- 3.6. In relation to the Overview and Scrutiny Committees the draft programme reflects the current start time for meetings, and these times are recommended for the first meetings after the annual meeting of Council. However each Committee will need to consider their start time for the remainder of 2015/2016.

4. ALTERNATIVES/OPTIONS

The Council may choose to vary any of the recommended dates shown in the [Appendix](#), with the exception of those for Cabinet.

5. FINANCIAL IMPLICATIONS

This report has no financial implications.

6. RISKS

None.

7. REASONS

The meetings programme is proposed for adoption as good administrative practice and to ensure that the Council meetings structure is in place for 2015/2016.

Keith Butler
Head of Democratic Services

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Date: 24 December 2014

Background Papers:

None

West Oxfordshire District Council: Programme of Meetings 2015/2016
(see notes at end of document)



**WEST OXFORDSHIRE
DISTRICT COUNCIL**

May 2015

Thurs 07/05/15 Parliamentary/District/Parish Elections
 Weds 20/05/15 14:00 Council (Annual Meeting)
 Tues 26/05/15 14:00 Lowlands
 Wed 27/05/15 14:00 Cabinet
 Thurs 28/05/15 18:30 Economic and Social O&S Committee

June 2015

Mon 01/06/15 14:00 Uplands
 Weds 03/06/15 14:00 Finance & Management O&S Committee
 Thurs 04/06/15 14:00 Environment O&S Committee
 Wed 17/06/15 14:00 Cabinet
 Mon 22/06/15 14:00 Lowlands
 Wed 24/06/15 14:00 Council
 Thu 25/06/15 18:00 Audit & General Purposes Committee

July 2015

Thurs 02/07/15 14:00 Human Resources Committee
 Mon 06/07/15 14:00 Uplands
 Thurs 09/07/15 18:30 Economic and Social O&S Committee
 Wed 15/07/15 14:00 Finance & Management O&S Committee
 Thurs 16/07/15 14:00 Environment O&S Committee
 Mon 20/07/15 14:00 Lowlands
 Weds 22/07/15 14:00 Cabinet

August 2015

Mon 03/08/15 14:00 Uplands
 Mon 17/08/15 14:00 Lowlands

August 2015 (contd)

Wed 19/08/15 14:00 Cabinet

September 2015

Wed 02/09/15 14:00 Council
 Mon 07/09/15 14:00 Uplands
 Thurs 10/09/15 18:30 Economic and Social O&S Committee
 Wed 16/09/15 14:00 Cabinet
 Thurs 17/09/15 14:00 Environment O&S Committee
 Mon 21/09/15 14:00 Lowlands
 Wed 23/09/15 14:00 Finance & Management O&S Committee
 Thurs 24/09/15 14:00 Human Resources Committee
 Thurs 24/09/15 18:00 Audit and General Purposes Committee

October 2015

Mon 05/10/15 14:00 Uplands
 Wed 14/10/15 14:00 Cabinet
 Mon 19/10/15 14:00 Lowlands
 Wed 21/10/15 14:00 Council

November 2015

Mon 02/11/15 14:00 Uplands
 Wed 11/11/15 14:00 Cabinet
 Mon 16/11/15 14:00 Lowlands
 Thu 19/11/15 18:30 Economic and Social O&S Committee
 Thurs 26/11/15 14:00 Environment O&S Committee
 Mon 30/11/15 14:00 Uplands

December 2015

Wed 02/12/15 14:00 Finance & Management O&S Committee
 Thurs 03/12/15 14:00 Human Resources Committee
 Weds 09/12/15 14:00 Cabinet
 Thurs 10/12/15 18:00 Audit & General Purposes Committee
 Mon 14/12/15 14:00 Lowlands

January 2016

Mon 04/01/16 14:00 Uplands
 Weds 13/01/16 14:00 Cabinet
 Mon 18/01/16 14:00 Lowlands
 Weds 20/01/16 14:00 Council
 Thurs 21/01/16 18:30 Economic and Social O&S Committee
 Thurs 28/01/16 14:00 Environment O&S Committee

February 2016

Mon 01/02/16 14:00 Uplands
 Weds 03/02/16 14:00 Finance & Management O&S Committee
 Thurs 04/02/16 14:00 Human Resources Committee
 Weds 10/02/16 14:00 Cabinet
 Mon 15/02/16 14:00 Lowlands
 Weds 24/02/16 14:00 Council (Budget)
 Mon 29/02/16 14:00 Uplands

March 2016

Weds 09/03/16 14:00 Cabinet
 Thurs 17/03/16 18:30 Economic and Social O&S Committee
 Mon 21/03/16 14:00 Lowlands
 Thurs 24/03/16 14:00 Environment O&S Committee
 Tues 29/03/16 14:00 Uplands
 Weds 30/03/16 14:00 Finance & Management O&S Committee
 Thurs 31/03/16 18:00 Audit and General Purposes Committee

April 2016

Thurs 07/04/16 14:00 Human Resources Committee
 Weds 13/04/16 14:00 Cabinet
 Mon 18/04/16 14:00 Lowlands
 Mon 25/04/16 14:00 Uplands
 Weds 27/04/16 14:00 Council

May 2016

Thurs 05/05/16 Elections
 Weds 18/05/16 14:00 Council (Annual Meeting)
 Mon 23/05/16 14:00 Lowlands
 Weds 25/05/16 14:00 Cabinet
 Tues 31/05/16 14:00 Uplands

Notes: (1) Unless otherwise stated, meetings held at the Council Offices, Woodgreen, Witney; (2) Programme subject to change - for further information contact Committee Services: Tel: 01993 861523 or 861533; EMail: enquiries@westoxon.gov.uk ; (3) O&S = Overview & Scrutiny Committee; (4) the start times for O&S Committee meetings are to be confirmed; (5) the Leader of the Council may call additional Cabinet meetings if required; (6) to view agendas, reports and minutes, see: www.westoxon.gov.uk/meetings