

WEST OXFORDSHIRE DISTRICT COUNCIL
COUNCIL – WEDNESDAY 20 JANUARY 2016
PROGRAMME OF MEETINGS 2016/2017
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 2016/2017.

2. RECOMMENDATIONS

- (a) That the Calendar of Meetings for 2016/2017 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 2016/2017. 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 2015/2016, 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 2016/2017.

Lowlands

- 3.7. The Programme in the [Appendix](#) shows, with effect from July 2016, meetings of Lowlands Area Planning Sub-Committee taking place the week following the Uplands meeting rather than, usually, being two weeks later.
- 3.8. This variation is being proposed at the request of the Planning Development Manager, mainly because it will reduce periods where there is a peak level of activity for both Sub-Committees at the same time, which has become more relevant now that the DC team is not strictly separated between the two areas in the same way as it was previously.
- 3.9. Should the Council wish not to vary the scheduling in that way, then the meetings in June 2016 to May 2017 inclusive would all be held exactly one week later than shown, with the exception that the meeting in April 2017 would be on Tuesday 18 April, because the previous day will be Easter Monday.

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 2016/2017.

Keith Butler
Head of Democratic Services

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Date: 22 December 2015

Background Papers:

None

West Oxfordshire District Council: Programme of Meetings 2016/2017
(see notes at end of document)



**WEST OXFORDSHIRE
DISTRICT COUNCIL**

May 2016

| | |
|----------------------|-----------------------------------|
| Thurs 05/05/16 | District/Parish/PCC Elections |
| Wed 18/05/2016 14:00 | Council (Annual Meeting) |
| Mon 23/05/2016 14:00 | Lowlands |
| Wed 25/05/2016 14:00 | Cabinet |
| Thu 26/05/2016 18:30 | Economic and Social O&S Committee |
| Tue 31/05/2016 14:00 | Uplands |

June 2016

| | |
|----------------------|--------------------------------------|
| Wed 08/06/2016 13:00 | Human Resources Committee |
| Wed 08/06/2016 14:00 | Finance and Management O&S Committee |
| Thu 09/06/2016 14:00 | Environment O&S Committee |
| Mon 13/06/2016 14:00 | Lowlands |
| Wed 22/06/2016 14:00 | Cabinet |
| Wed 29/06/2016 14:00 | Council |
| Thu 30/06/2016 18:00 | Audit and General Purposes Committee |

July 2016

| | |
|----------------------|--------------------------------------|
| Mon 04/07/2016 14:00 | Uplands |
| Mon 11/07/2016 14:00 | Lowlands |
| Thu 14/07/2016 18:30 | Economic and Social O&S Committee |
| Wed 20/07/2016 14:00 | Finance and Management O&S Committee |
| Thu 21/07/2016 14:00 | Environment O&S Committee |
| Wed 27/07/2016 14:00 | Cabinet |

August 2016

| | |
|----------------------|---------|
| Mon 01/08/2016 14:00 | Uplands |
|----------------------|---------|

August 2016 (cont'd)

| | |
|----------------------|----------|
| Mon 08/08/2016 14:00 | Lowlands |
| Wed 24/08/2016 14:00 | Cabinet |

September 2016

| | |
|----------------------|--------------------------------------|
| Mon 05/09/2016 14:00 | Uplands |
| Wed 07/09/2016 14:00 | Council |
| Mon 12/09/2016 14:00 | Lowlands |
| Wed 14/09/2016 13:00 | Human Resources Committee |
| Thu 15/09/2016 18:30 | Economic and Social O&S Committee |
| Wed 21/09/2016 14:00 | Cabinet |
| Wed 28/09/2016 14:00 | Finance and Management O&S Committee |
| Thu 29/09/2016 14:00 | Environment O&S Committee |
| Thu 29/09/2016 18:00 | Audit and General Purposes Committee |

October 2016

| | |
|----------------------|----------|
| Mon 03/10/2016 14:00 | Uplands |
| Mon 10/10/2016 14:00 | Lowlands |
| Wed 19/10/2016 14:00 | Cabinet |
| Wed 26/10/2016 14:00 | Council |

November 2016

| | |
|----------------------|-----------------------------------|
| Mon 07/11/2016 14:00 | Uplands |
| Mon 14/11/2016 14:00 | Lowlands |
| Wed 16/11/2016 14:00 | Cabinet |
| Thu 24/11/2016 18:30 | Economic and Social O&S Committee |
| Wed 30/11/2016 13:00 | Human Resources Committee |

December 2016

Thu 01/12/2016 14:00 Environment O&S Committee
 Mon 05/12/2016 14:00 Uplands
 Wed 07/12/2016 14:00 Finance and Management O&S Committee
 Mon 12/12/2016 14:00 Lowlands
 Wed 14/12/2016 14:00 Cabinet
 Thu 15/12/2016 18:00 Audit and General Purposes Committee

January 2017

Tue 03/01/2017 14:00 Uplands
 Mon 09/01/2017 14:00 Lowlands
 Wed 11/01/2017 14:00 Cabinet
 Wed 18/01/2017 14:00 Council
 Thu 19/01/2017 18:30 Economic and Social O&S Committee
 Thu 26/01/2017 14:00 Environment O&S Committee

February 2017

Wed 01/02/2017 13:00 Human Resources Committee
 Wed 01/02/2017 14:00 Finance and Management O&S Committee
 Mon 06/02/2017 14:00 Uplands
 Mon 13/02/2017 14:00 Lowlands
 Wed 15/02/2017 14:00 Cabinet
 Wed 22/02/2017 14:00 Council (Budget)

March 2017

Mon 06/03/2017 14:00 Uplands
 Mon 13/03/2017 14:00 Lowlands
 Wed 15/03/2017 14:00 Cabinet
 Thu 23/03/2017 18:30 Economic and Social O&S Committee
 Thu 30/03/2017 14:00 Environment O&S Committee
 Thu 30/03/2017 18:00 Audit and General Purposes Committee

April 2017

Mon 03/04/2017 14:00 Uplands
 Wed 05/04/2017 14:00 Finance and Management O&S Committee
 Mon 10/04/2017 14:00 Lowlands
 Wed 12/04/2017 13:00 Human Resources Committee
 Wed 19/04/2017 14:00 Cabinet
 Wed 26/04/2017 14:00 Council (Ordinary and Annual)

May 2017

Mon 08/05/2017 14:00 Uplands
 Mon 15/05/2017 14:00 Lowlands
 Wed 17/05/2017 14:00 Cabinet

June 2017

Mon 05/06/2017 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