

**WEST OXFORDSHIRE DISTRICT COUNCIL**  
**COUNCIL – WEDNESDAY 18 JANUARY 2017**  
**PROGRAMME OF MEETINGS 2017/2018**  
**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 2017/2018.

**2. RECOMMENDATIONS**

- (a) That the Calendar of Meetings for 2017/2018 set out in the [Appendix](#) to this report be approved, subject to Council's consideration of a possible change in the date of the annual meeting of the Council for 2017, as explained in paragraphs 3.4 to 3.8 below; 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 2017/2018. 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.
- 3.2. In addition, the transition to shared services has meant that there has been no business for the Human Resources in the current civic year to date, and it is anticipated that the Committee will not be required at all once the companies have been set up. Accordingly, no meetings of that Committee have been scheduled.
- 3.3. It should also be noted that the calendar otherwise reflects the current structures and frequencies of meetings, and that appropriate adjustments would have to be made in due course if the Council was to decide to approve changes.

**Annual Meeting of the Council in 2017**

- 3.4. In the years when the Council has "ordinary elections" the annual meeting of the Council has to take place within 21 days of the date when councillors retire from office; and in the year where the Council does not have ordinary elections (i.e. the year scheduled for County Council elections) it may take place on any day in March, April or May.
- 3.5. Arising from these statutory provisions, in the year of County Council elections, it has been the usual practice for the annual meeting of the Council to take place at the end of April, and when Council agreed the 2016/17 programme this time last year, it fixed both the annual and an ordinary meeting for Wednesday 26 April 2017.
- 3.6. It is now known that at least one vacancy on the Council will be filled on 4 May; and this means that the political balance calculations will be based on the numbers "in post" at the time of the annual meeting; and that there is a likelihood of needing to carry out

a further calculation and make associated changes in the membership of Committees at the next Council meeting, provisionally scheduled for 21 June.

- 3.7. Alternatively, Council could decide to (i) hold only the ordinary meeting on 26 April; and (ii) alter the date of the annual meeting to Wednesday 17 May. This would be consistent with the practice in other years, and would mean that the political balance and committee allocations could be completed at that time. However, whilst administratively preferable, I am conscious that members may have planned holidays or absences for May on the basis that there would not be a full council meeting in that month. Accordingly, the schedule in the [Appendix](#) retains the annual meeting as being on 26 April, but Council is invited to determine whether it would wish to change that meeting to Wednesday 17 May.
- 3.8. The Leader has indicated that in the event of the annual meeting being held on Wednesday 17 May, the Cabinet meeting scheduled to take place on that date would start at 3:15 pm, or on the conclusion of the annual meeting, whichever is the later.

### **Cabinet**

- 3.9. As in 2016/2017, Cabinet meetings have been scheduled monthly.
- 3.10. 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**

- 3.11. 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 established practice. 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.
- 3.12. 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**

- 3.13. 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 2017/2018.

### **Area Planning Sub-Committees**

- 3.14. Generally, the Programme in the [Appendix](#) continues with the practice of scheduling Uplands and Lowlands meeting on the first and second Monday of the month, respectively.
- 3.15. However, Bank Holidays, and the May elections followed by the hiatus pending the annual meeting of the Council in May 2018 mean that this has to be varied on occasion.

## **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. REASONS**

The meetings programme is proposed for adoption as good administrative practice and to ensure that the Council meetings structure is in place for 2017/2018.

Keith Butler  
Head of Democratic Services

(Author: Keith Butler, Tel: (01993) 861521; EMail: [keith.butler@westoxon.gov.uk](mailto:keith.butler@westoxon.gov.uk) )

Date: 10 January 2017

### Background Papers:

None

**West Oxfordshire District Council: Programme of Meetings 2017/2018**  
**(see notes at end of document)**



WEST OXFORDSHIRE  
DISTRICT COUNCIL

**April 2017**

Wed 26/04/2017 14:00 \* Council (annual and ordinary meetings)

**May 2017**

Thurs 04/05/2017 County Council Elections  
 Mon 08/05/2017 14:00 Uplands  
 Mon 15/05/2017 14:00 Lowlands  
 Wed 17/05/2017 14:00 \* Cabinet  
 Thu 25/05/2017 18:30 Economic and Social O&S Committee  
 Wed 31/05/2017 14:00 Finance and Management O&S Committee

**June 2017**

Mon 05/06/2017 14:00 Uplands  
 Thu 08/06/2017 14:00 Environment O&S Committee  
 Mon 12/06/2017 14:00 Lowlands  
 Wed 14/06/2017 14:00 Cabinet  
 Wed 21/06/2017 14:00 Council  
 Thu 29/06/2017 18:00 Audit and General Purposes Committee

**July 2017**

Mon 03/07/2017 14:00 Uplands  
 Thu 06/07/2017 18:30 Economic and Social O&S Committee  
 Mon 10/07/2017 14:00 Lowlands  
 Wed 12/07/2017 14:00 Finance and Management O&S Committee  
 Thu 20/07/2017 14:00 Environment O&S Committee  
 Wed 26/07/2017 14:00 Cabinet

**August 2017**

Mon 07/08/2017 14:00 Uplands  
 Mon 14/08/2017 14:00 Lowlands  
 Wed 23/08/2017 14:00 Cabinet  
 Thu 31/08/2017 18:00 Audit and General Purposes Committee

**September 2017**

Mon 04/09/2017 14:00 Uplands  
 Wed 06/09/2017 14:00 Council  
 Mon 11/09/2017 14:00 Lowlands  
 Wed 20/09/2017 14:00 Cabinet  
 Thu 28/09/2017 18:30 Economic and Social O&S Committee

**October 2017**

Mon 02/10/2017 14:00 Uplands  
 Wed 04/10/2017 14:00 Finance and Management O&S Committee  
 Mon 09/10/2017 14:00 Lowlands  
 Thu 12/10/2017 14:00 Environment O&S Committee  
 Wed 18/10/2017 14:00 Cabinet  
 Wed 25/10/2017 14:00 Council

**November 2017**

Mon 06/11/2017 14:00 Uplands  
 Mon 13/11/2017 14:00 Lowlands  
 Wed 15/11/2017 14:00 Cabinet  
 Thu 23/11/2017 18:30 Economic and Social O&S Committee  
 Wed 29/11/2017 14:00 Finance and Management O&S Committee  
 Thu 30/11/2017 18:00 Audit and General Purposes Committee

**December 2017**

Mon 04/12/2017 14:00 Uplands  
 Thu 07/12/2017 14:00 Environment O&S Committee  
 Mon 11/12/2017 14:00 Lowlands  
 Wed 13/12/2017 14:00 Cabinet

**January 2018**

Mon 08/01/2018 14:00 Uplands  
 Wed 10/01/2018 14:00 Cabinet  
 Mon 15/01/2018 14:00 Lowlands  
 Wed 17/01/2018 14:00 Council  
 Thu 25/01/2018 18:30 Economic and Social O&S Committee

**February 2018**

Thu 01/02/2018 14:00 Environment O&S Committee  
 Mon 05/02/2018 14:00 Uplands  
 Wed 07/02/2018 14:00 Finance and Management O&S Committee  
 Mon 12/02/2018 14:00 Lowlands  
 Wed 14/02/2018 14:00 Cabinet  
 Wed 28/02/2018 14:00 Council (Budget)

**March 2018**

Mon 05/03/2018 14:00 Uplands  
 Mon 12/03/2018 14:00 Lowlands  
 Wed 14/03/2018 14:00 Cabinet  
 Thu 15/03/2018 18:00 Audit and General Purposes Committee  
 Thu 22/03/2018 18:30 Economic and Social O&S Committee

**April 2018**

Tue 03/04/2018 14:00 Uplands  
 Thu 05/04/2018 14:00 Environment O&S Committee  
 Wed 11/04/2018 14:00 Finance and Management O&S Committee  
 Mon 16/04/2018 14:00 Lowlands  
 Wed 18/04/2018 14:00 Cabinet  
 Wed 25/04/2018 14:00 Council  
 Mon 30/04/2018 14:00 Uplands

**May 2018**

Thu 03/05/2018 District and Parish Elections  
 Wed 16/05/2018 14:00 Council (annual meeting)  
 Mon 21/05/2018 14:00 Lowlands  
 Wed 23/05/2018 14:00 Cabinet

**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](mailto: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](http://www.westoxon.gov.uk/meetings)

\* see comments in paragraphs 3.4 to 3.8 of the covering report