

WEST OXFORDSHIRE DISTRICT COUNCIL
COUNCIL – WEDNESDAY 17 JANUARY 2019
PROGRAMME OF MEETINGS 2018/2019
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 2018/2019.

2. RECOMMENDATIONS

- (a) That the Calendar of Meetings for 2018/2019 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

General Comment

- 3.1. The [Appendix](#) to this report sets out the suggested dates for 2018/2019. 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, members will recall that the transition to shared services has meant that there has been no business for the Human Resources Committee for some time, and that meetings of that Committee were not scheduled during 2017/2018. In light of the transfer of most staff to Publica, and in the context of comments made at the meeting of the Council held on 25 October 2017, it is intended that a report on the future of that Committee will be presented to Council at its meeting in either February or April this year. It follows from this that no meetings of that Committee have been included in the programme for 2018/2019.

Cabinet

- 3.3. As in previous years, Cabinet meetings have been scheduled monthly.
- 3.4. 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

- 3.5. 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.

- 3.6. 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

- 3.7. 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 2018/2019.

Area Planning Sub-Committees

- 3.8. 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.
- 3.9. However, Bank Holidays, and the May elections followed by the hiatus pending the annual meeting of the Council in May 2019 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 2018/2019.

Keith Butler
Head of Democratic Services

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Date: 21 December 2017

Background Papers:

None

West Oxfordshire District Council: Programme of Meetings 2018/2019
(see notes at end of document)



WEST OXFORDSHIRE
DISTRICT COUNCIL

May 2018

Thurs 03/05/2018 District & Parish Council Elections
 Wed 16/05/2018 14:00 Council (annual meeting)
 Mon 21/05/2018 14:00 Lowlands
 Wed 23/05/2018 14:00 Cabinet
 Thu 24/05/2018 18:30 Economic and Social O&S Committee

June 2018

Mon 04/06/2018 14:00 Uplands
 Wed 06/06/2018 14:00 Finance and Management O&S Committee
 Thu 07/06/2018 14:00 Environment O&S Committee
 Mon 11/06/2018 14:00 Lowlands
 Wed 13/06/2018 14:00 Cabinet
 Wed 20/06/2018 14:00 Council
 Thu 28/06/2018 18:30 Economic and Social O&S Committee

July 2018

Mon 02/07/2018 14:00 Uplands
 Mon 09/07/2018 14:00 Lowlands
 Wed 11/07/2018 14:00 Finance and Management O&S Committee
 Thu 12/07/2018 14:00 Environment O&S Committee
 Wed 18/07/2018 14:00 Cabinet
 Wed 25/07/2018 14:00 Council
 Thu 26/07/2018 18:00 Audit and General Purposes Committee

August 2018

Mon 06/08/2018 14:00 Uplands
 Mon 13/08/2018 14:00 Lowlands
 Wed 22/08/2018 14:00 Cabinet

September 2018

Mon 03/09/2018 14:00 Uplands
 Mon 10/09/2018 14:00 Lowlands
 Wed 19/09/2018 14:00 Cabinet
 Thu 20/09/2018 18:30 Economic and Social O&S Committee

October 2018

Mon 01/10/2018 14:00 Uplands
 Wed 03/10/2018 14:00 Finance and Management O&S Committee
 Mon 08/10/2018 14:00 Lowlands
 Thu 11/10/2018 14:00 Environment O&S Committee
 Wed 17/10/2018 14:00 Cabinet
 Wed 24/10/2018 14:00 Council

November 2018

Mon 05/11/2018 14:00 Uplands
 Thu 08/11/2018 18:00 Audit and General Purposes Committee
 Mon 12/11/2018 14:00 Lowlands
 Wed 14/11/2018 14:00 Cabinet
 Thu 22/11/2018 18:30 Economic and Social O&S Committee
 Wed 28/11/2018 14:00 Finance and Management O&S Committee

December 2018

Mon 03/12/2018 14:00 Uplands
 Thu 06/12/2018 14:00 Environment O&S Committee
 Mon 10/12/2018 14:00 Lowlands
 Wed 12/12/2018 14:00 Cabinet

January 2019

Mon 07/01/2019 14:00 Uplands
 Mon 14/01/2019 14:00 Lowlands
 Wed 16/01/2019 14:00 Cabinet
 Wed 23/01/2019 14:00 Council
 Thu 24/01/2019 18:30 Economic and Social O&S Committee
 Wed 30/01/2019 14:00 Finance and Management O&S Committee
 Thu 31/01/2019 18:00 Audit and General Purposes Committee

February 2019

Mon 04/02/2019 14:00 Uplands
 Thu 07/02/2019 14:00 Environment O&S Committee
 Mon 11/02/2019 14:00 Lowlands
 Wed 13/02/2019 14:00 Cabinet
 Wed 27/02/2019 14:00 Council (Budget)

March 2019

Mon 04/03/2019 14:00 Uplands
 Mon 11/03/2019 14:00 Lowlands
 Wed 20/03/2019 14:00 Cabinet
 Thu 28/03/2019 18:30 Economic and Social O&S Committee

April 2019

Mon 01/04/2019 14:00 Uplands
 Wed 03/04/2019 14:00 Finance and Management O&S Committee
 Thu 11/04/2019 14:00 Environment O&S Committee
 Mon 15/04/2019 14:00 Lowlands
 Wed 17/04/2019 14:00 Cabinet
 Wed 24/04/2019 14:00 Council
 Thu 25/04/2019 18:00 Audit and General Purposes Committee
 Mon 29/04/2019 14:00 Uplands

May 2019

Thu 02/05/2019 District and Parish Elections
 Wed 15/05/2019 14:00 Council (annual meeting)
 Mon 20/05/2019 14:00 Lowlands
 Wed 22/05/2019 14:00 Cabinet

June 2019

Mon 03/06/2019 Uplands
 Mon 10/06/2019 14:00 Lowlands

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