

WEST OXFORDSHIRE DISTRICT COUNCIL
COUNCIL
WEDNESDAY 23 JANUARY 2019
PROGRAMME OF MEETINGS 2019/2020
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 2019/2020.

2. RECOMMENDATIONS

- (a) That the Calendar of Meetings for 2019/2020 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 2019/2020. 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 previous years, 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 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.
- 3.5. 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 times for meetings, and these times are recommended for the first

meetings after the annual meeting of Council. However each Committee will need to consider its start time for the remainder of 2019/2020.

Area Planning Sub-Committees

- 3.7. 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.
- 3.8. However, Bank Holidays, and the May elections followed by the hiatus pending the annual meeting of the Council in May 2020 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 2019/2020.

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Head of Democratic Services

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Date: 12 December 2018

Background Papers:

None

West Oxfordshire District Council: Programme of Meetings 2019/2020
(see notes at end of document)



WEST OXFORDSHIRE
DISTRICT COUNCIL

May 2019

Thurs 02/05/2019 District & Parish Council Elections
 Wed 15/05/2019 14:00 Council (annual meeting)
 Mon 20/05/2019 14:00 Lowlands
 Wed 22/05/2019 14:00 Cabinet
 Thu 23/05/2019 18:30 Economic and Social O&S Committee

June 2019

Mon 03/06/2019 14:00 Uplands
 Wed 05/06/2019 14:00 Finance and Management O&S Committee
 Mon 10/06/2019 14:00 Lowlands
 Thu 13/06/2019 14:00 Environment O&S Committee
 Wed 19/06/2019 14:00 Cabinet
 Wed 26/06/2019 14:00 Council

July 2019

Mon 01/07/2019 14:00 Uplands
 Thu 04/07/2019 18:30 Economic and Social O&S Committee
 Mon 08/07/2019 14:00 Lowlands
 Wed 17/07/2019 14:00 Finance and Management O&S Committee
 Wed 24/07/2019 14:00 Cabinet
 Thu 25/07/2019 14:00 Environment O&S Committee
 Thu 25/07/2019 18:00 Audit and General Purposes Committee
 Wed 31/07/2019 14:00 Council

August 2019

Mon 05/08/2019 14:00 Uplands
 Mon 12/08/2019 14:00 Lowlands
 Wed 21/08/2019 14:00 Cabinet

September 2019

Mon 02/09/2019 14:00 Uplands
 Mon 09/09/2019 14:00 Lowlands
 Wed 18/09/2019 14:00 Cabinet
 Thu 19/09/2019 18:30 Economic and Social O&S Committee

October 2019

Wed 02/10/2019 14:00 Finance and Management O&S Committee
 Mon 07/10/2019 14:00 Uplands
 Thu 10/10/2019 14:00 Environment O&S Committee
 Mon 14/10/2019 14:00 Lowlands
 Wed 16/10/2019 14:00 Cabinet
 Wed 23/10/2019 14:00 Council

November 2019

Mon 04/11/2019 14:00 Uplands
 Thu 07/11/2019 18:00 Audit and General Purposes Committee
 Mon 11/11/2019 14:00 Lowlands
 Wed 13/11/2019 14:00 Cabinet
 Thu 21/11/2019 18:30 Economic and Social O&S Committee
 Wed 27/11/2019 14:00 Finance and Management O&S Committee

December 2019

Mon 02/12/2019 14:00 Uplands
 Thu 05/12/2019 14:00 Environment O&S Committee
 Mon 09/12/2019 14:00 Lowlands
 Wed 11/12/2019 14:00 Cabinet

January 2020

Mon 06/01/2020 14:00 Uplands
 Mon 13/01/2020 14:00 Lowlands
 Wed 15/01/2020 14:00 Cabinet
 Wed 22/01/2020 14:00 Council
 Thu 23/01/2020 18:30 Economic and Social O&S Committee
 Wed 29/01/2020 14:00 Finance and Management O&S Committee

February 2020

Mon 03/02/2020 14:00 Uplands
 Thu 06/02/2020 14:00 Environment O&S Committee
 Thu 06/02/2020 18:00 Audit and General Purposes Committee
 Mon 10/02/2020 14:00 Lowlands
 Wed 12/02/2020 14:00 Cabinet
 Wed 26/02/2020 14:00 Council (Budget)

March 2020

Mon 02/03/2020 14:00 Uplands
 Mon 16/03/2020 14:00 Lowlands
 Wed 18/03/2020 14:00 Cabinet

April 2020

Thu 02/04/2020 18:30 Economic and Social O&S Committee
 Mon 06/04/2020 14:00 Uplands
 Wed 08/04/2020 14:00 Finance and Management O&S Committee
 Thu 16/04/2020 14:00 Environment O&S Committee
 Mon 20/04/2020 14:00 Lowlands
 Wed 22/04/2020 14:00 Cabinet
 Thu 23/04/2020 18:00 Audit and General Purposes Committee
 Mon 27/04/2020 14:00 Uplands
 Wed 29/04/2020 14:00 Council

May 2020

Thu 07/05/2020 District and Parish Elections
 Wed 20/05/2020 14:00 Council (annual meeting)
 Tue 26/05/2020 14:00 Lowlands
 Wed 27/05/2020 14:00 Cabinet

June 2020

Mon 01/06/2020 14:00 Uplands
 Mon 15/06/2020 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 ; 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