

**To:** Council  
**Date:** 7 December 2015  
**Report of:** Head of Law and Governance  
**Title of Report:** Council and Committee programme May 2016 to May 2017

Summary and recommendations	
<b>Purpose of report:</b>	This report sets out a programme of Council, Committee and other meetings for the 2016/17 council year (May 2016 to May 2017 inclusive).
<b>Key decision:</b>	No
<b>Executive Board Member with responsibility for this area:</b>	Councillor Price, Leader of the Council
<b>Policy Framework:</b>	None
<b>Corporate Priority:</b>	None
<b>Recommendation(s): That Council resolves to:</b>	
<ol style="list-style-type: none"> <li>1. approve the programme of Council, Committee and other meetings attached at Appendix 1 for the council year 2016/17; and</li> <li>2. delegate the setting of dates for the Standards Committee to the Head of Law and Governance.</li> </ol>	

Appendices	
Appendix 1	Programme of Council and Committee meetings for the council year
Appendix 2	Programme of meetings in calendar format
Appendix 3	Programme of Scrutiny, City Executive Board and Council meetings in calendar format

## Introduction and background

1. This report and appendices set out the proposed schedule of Council and Committee meetings for the municipal year May 2016 to May 2017.

2. Setting the programme for all main Council and Committee meetings in advance allows for good governance, efficient decision making and helps councillors and officers to plan their workloads.
3. This schedule may require alteration as the year progresses because of changing constraints and requirements for decision making. The Constitution contains provisions for cancelling meetings where there is no business and scheduling special meetings if required. Committees have the authority to set or amend their meeting schedules.

### **The Programme**

4. Appendices 1 and 2 set out in different formats the programme for all main committee meetings and for monthly Members' briefings. Appendix 3 shows the programme for City Executive Board, Scrutiny Committee, and Council meetings as these provide the framework for non-regulatory decision making.
5. The two area planning committees have scheduled monthly meetings. An additional date to be used for either committee is available in case the business cannot be completed at one meeting and the Planning Review Committee is scheduled to meet if required.
6. The four committees dealing with regulatory licensing functions meet frequently but not regularly. The Licensing Act 2003 Hearings Sub-committee has to meet within set timescales. Dates for the four committees have been scheduled. Officers can cancel or convene sub-committee meetings on these dates or on alternative dates as required by the caseload.
7. The default start time for all meetings is 6.00pm with the exception of Council and City Executive Board meetings which are 5.00pm. Committees are able to vary this time and this year some have. This is reflected in the schedule in Appendix 1. Committees wishing to vary their start times beyond 6.30pm should consult the Committee and Member Services Manager.
8. Dates for blocks of compulsory training and for monthly briefing sessions are included to allow councillors to plan ahead. These sessions are not open to the public and the training programme will be published separately. Councillors are advised to note these dates in their diaries now. Officers are consulting on the programme for member briefing sessions and any changes agreed will be reflected in the programme. Members will be asked to book compulsory training dates early in the new year.
9. Dates have not been set for the Standards Committee. The Standards Committee meets infrequently. It is recommended that the Head of Law and Governance is authorised to convene the Standards Committee as required.
10. A revised schedule will be put before Council if Council makes changes to the committee structure at its annual meeting.

### **Access to the Diary**

11. These diary dates will be available on line via the internet and intranet. This on-line diary is the most effective way to view accurate public meeting dates. In addition the diary file can be downloaded into individual member's calendars but will not automatically update. Committee and Member Services Staff can help with this. Weekly schedules will continue to be issued throughout the year.

**Legal issues**

12. None.

**Financial Issues**

13. None.

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<b>Background Papers:</b> None
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