Report to	Norwich Highways Agency committee	**Item**
	22 March 2018	11
Report of	Director of business services	
Subject	Committee schedule 2018-19	

Purpose

To agree the meeting schedule for the 2018 to 2019 civic year.

Recommendation

That the committee agrees, subject to approval at the city council's annual council, the schedule of meetings of the Norwich Highways Agency committee for the civic year 2018-2019, with all meetings to be at 10:00 and held at City Hall, as follows:

Thursday, 7 June 2018
Thursday, 20 September 2018
Thursday, 20 December 2018
Thursday, 21 March 2019

Corporate and service priorities

The report helps to meet the corporate priority to provide value for money services and in accordance with the Norwich Highways Agency agreement.

Financial implications

There are no direct financial implications arising from this report.

Ward/s: All Wards

Cabinet member: Councillor Kendrick - Resources

Contact officers

Jackie Rodger, senior committee officer 01603 212033

Background documents

None

Report

1. The committee has usually met six times a year at 10:00 on either the fourth or third Thursday of the months of June, July, September, November, January and March of each year.

2. The Norwich Highways Agency agreement between the city and county councils states that the committee "will meet at least six times per year (or such other minimum number as the Joint Committee may from time to time agree) and such dates and at such as it may determine" .

3. The chair and vice chair have the discretion to approve requests for a committee meeting not to be convened if there is insufficient business. Officers have reviewed the number of schemes for decision by the committee over the next civic year and are recommending that the committee's schedule of meetings is rationalised to reduce the number of meetings and to ensure a better distribution evenly throughout the year and to more accurately reflect the workload of the committee.

4. Meetings of the city and county councils, room availability and where possible the avoidance of school holidays has been taken into account. Colleagues at Norfolk County Council have been consulted on the proposed dates of meetings.

5. The city council approves its schedule of meetings for the civic year at its annual council which will be held on 22 May 2018. The city council elects the vice chair at annual council. The county council elects the chair at its annual council. Holding the first meeting of the civic year in June allows for this process to be completed.

Schedule for 2018-19

6. In order to be as efficient and cost effective as possible, officers have monitored and where possible planned the amount of business to be considered for each scheduled meeting. Officers advise the chair and vice chair when there are no substantive items requiring a decision by the committee. Over the last three years at least one meeting a year was not convened due to insufficient business. Two meetings were not convened in 2017-18.

7. It is therefore proposed to hold four committee meetings during 2018-19. The proposed schedule rationalises the number of meetings by reducing it to four meetings which are distributed evenly throughout the year. The proposal is not to hold a meeting in July because it is close to the June meeting and to combine the meetings for November and January with a meeting in December.

8. The December meeting will fall in the school holidays. All other meetings will be held in school term time.

9. There is provision to convene extraordinary meetings of the committee should it be required.

10. The proposed schedule of meetings for 2018-19 is to hold meetings at 10:00 on at City Hall on:

    Thursday, 7 June 2018
    Thursday, 20 September 2018

Thursday, 20 December 2018
Thursday, 21 March 2019