

<b>Report to</b>	Norwich highways agency committee 19 March 2015	<b>Item</b>
<b>Report of</b>	Executive head of business relationship management and democracy	<b>9</b>
<b>Subject</b>	Committee schedule of meetings for 2015 to 2016	

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### **Purpose**

To agree the meeting schedule for the 2015 to 2016 civic year.

### **Recommendation**

That the committee agrees the following schedule of meetings for the civic year 2014-2015, all meetings to be at 10am and held at City Hall:-

4 June 2015  
23 July 2015  
17 September 2015  
12 November 2015  
21 January 2016  
17 March 2016

### **Corporate and service priorities**

The report helps to meet the corporate priority Value for money services and the service plan priority.

### **Financial implications**

There are no direct financial considerations arising from this report.

**Ward/s:** All wards

**Cabinet member:** Councillor Stonard – Environment, development and transport

### **Contact officers**

Jackie Rodger, senior committee officer

01603 212033

## **Report**

### **Background documents**

1. The committee usually meets at 10am on either the fourth or third Thursday of the months of May, July, September, November, January and March of each year. This has the advantage of distributing committee meetings evenly throughout the year.
2. The dates proposed follow this pattern and take into account other meetings of the city and county councils, room availability and where possible try to avoid school holidays.
3. The city council agrees its schedule of meetings for the civic year at its annual council which will be held on 26 May 2015.
4. Annual reports are usually considered at the meeting in July.

### **Schedule for 2015-16**

5. As part of the schedule agreed by the city council on 10 June 2014, the first meeting of the Norwich Highways Agency committee was set for 28 May 2015. However, it falls within the school holidays and clashes with a meeting of the county council's Norfolk health overview and scrutiny committee. It is therefore proposed that the first meeting of the committee for the civic year will be held on Thursday, 4 June 2015.
6. The March meeting has been moved forward a week because of the local elections in 2016.
7. Colleagues at Norfolk County Council have been consulted on the proposed dates of meetings.